

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE

Monday, April 6, 2015

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

****REVISED****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 9, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Administration – Purchasing Manager (Vacated 4/17/15).
2. Child Support – Child Support Specialist – Enforcement (Vacated 4/29/15).
3. County Clerk – Deputy Clerk (Vacated 4/30/15).
4. Health – Public Health Nurse (Vacated 3/24/15).
5. Human Resources – Human Resources Analyst (Vacated 4/20/15).
6. Human Services – Account Clerk II (Vacated 4/2/15).
7. Human Services (CTC – Clinical Social Worker (Vacated 4/1/15).
8. Human Services – Economic Support Specialist (Vacated 4/1/15).
9. Human Services (CTC) – Hospital & Nursing Home Administrator (Vacated 3/12/15).
10. Public Works – Facilities – Facility Worker (Vacated 4/12/15).
11. Public Works – Highway – Highway Crew (Vacated 3/18/15).
12. Treasurer – Financial Specialist (Vacated 3/17/15).

Communications

13. Communication from Supervisor Van Dyck re: Modify the appropriate County Ordinance or Code regarding appointments to the Library Board and the Neville Museum Governing Board so at least one County Board Member, who is on the Ed & Rec Committee is appointed to these boards co-terminus. *Motion at March meeting: To have Corporation Counsel draft an ordinance change and bring back to this Committee next month.*
- 13a. Ordinance to Amend Section 3.09 Brown County Library Board.
- 13b. Ordinance to Amend Section 3.21 Brown County Neville Museum Governing Board.

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Reports

15. County Executive Report.
16. Internal Auditor Report.
 - a) December 31, 2014 Budget Status Financial Report – Board of Supervisors & Veterans’ Recognition Subcommittee.
 - b) January 31, 2015 Budget Status Report – Board of Supervisors
 - c) February 28, 2015 Budget Status Report – Board of Supervisors.
 - d) Quarterly Status Update.
17. Human Resources Report.

Resolutions, Ordinances

18. Initial Resolutions Authorizing the Issuance of not to Exceed \$7,575,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in One or More Series at One or More Times.
19. Resolution re: Brown County Classification Salary Range.
20. Resolution re: Change in Table of Organization for the Land and Water Conservation Department (Agronomist Technician).
21. Resolution re: Change in Table of Organization for the Human Services Department Social Services Aide I.
22. Resolution re: Change in Table of Organization for U.W. Extension Agriculture Student Assistant LTE.
23. Resolution re: Reclassification of the Account Clerk I Position in the County Clerk Table of Organization.
- 23a. Resolution re: 2014 Balanced Budget Adjustment.

Treasurer’s Request:

24. General Discussion of County Code Chapter 3, Section 3.06, Page 3(5) Item #5.
25. Review and acceptance of successful high bidders (bids) from March 2015 Brown County Tax Deed Parcels Auction. (Documentation to be provided at meeting).
26. Review and rejection of bids less than appraised value from March 2015 Brown County Tax Deed Parcels Auction.
27. Action regarding process going forward in setting “appraised” value to sell property that did not sell at first attempt.

Other

28. Such other matters as authorized by law.
29. Adjourn.

Tom Lund, Chair

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ADDITION TO EXECUTIVE COMMITTEE

Monday, April 6, 2015 at 5:30 p.m., Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI.

Resolutions, Ordinances

23a. Resolution re: 2014 Balanced Budget Adjustment.

News media notified on 4/3/2015. Board of Supervisors & Executive Committee notified by email 4/3/2015 and by placing on desks on 4/6/2015.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 9, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Erickson, Supervisor Moynihan, Supervisor Van Dyck, Supervisor Robinson, Supervisor Fewell
Excused: Supervisor Evans
Also Present: Chad Weininger, Dan Process, Juliana Ruenzel, Warren Kraft, Doug Schneider, Jeff Oudeans, Cathy Williquette, Sandy Juno, Dave Lasee, Troy Streckenbach, Scott Anthes, August Neverman, other interested parties

I. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify Agenda:

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of February 9, 2015.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public

-Thomas Parins, Jr., 422 Doty Street, Green Bay, Wisconsin. Parins informed the Committee that he is the representative for the Human Services Professional Employees Association. This is a bargaining unit that is still certified with the WRC and there is a contract with the County. There has been an agreement with the County for quite a while and what they are asking for is what the other employees got. Parins noted that these employees have not received a raise and they would like to get everything approved and agreed upon as soon as possible. Parins continued that they had discussions with the former HR Director and then had to wait until the new HR Director was hired to continue the process. Parins stated that they appreciated the County working with them up to this point and they would like to see this go through as soon as possible.

Vacant Budgeted Positions (Request to Fill)

1. **Administration – Senior Accountant (Vacated 2/20/15).**
2. **Clerk of Circuit Courts – Deputy Clerk of Courts (Vacated 3/6/15).**
3. **County Clerk – Elections Specialist (Vacated 3/16/15).**
4. **District Attorney – Office Manager II (Vacated 3/30/15).**
5. **District Attorney – Special Drug Task Attorney (Vacated 12/31/14).**
6. **Human Services -CTC – Assistant Director of Nursing Home (Vacated 1/20/15).**
7. **Human Services – Behavioral Health Supervisor (Vacated 2/25/15).**
8. **Human Services – Economic Support Specialist (x3) (Vacated 1/2/15, 1/19/15 and 2/27/15).**
9. **Human Services – Social Worker/Case Manager (Juvenile Court Intake/Disposition (Vacated 2/28/15).**
10. **Public Works (Facility Mgmt.) – Facility Mechanic (Vacated 2/5/15).**

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11. **Public Works (Highway) – 1st Mechanic (Vacated 2/18/15).**
12. **Public Works (Highway) - Chief Mechanic (Vacated 2/18/15).**
13. **Register of Deeds – Deputy Clerk (Vacated 4/17/15).**
14. **Human Resources – Senior Analyst (Vacated 3/17/15).**

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to suspend the rules and take Items 1 – 14 together. Vote taken. Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck. Nay: Buckley. MOTION CARRIED 5 to 1

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1 – 14. Vote taken. Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck. Nay: Buckley. MOTION CARRIED 5 to 1

Communications

15. **Communication from Supervisor Van Dyck re: Modify the appropriate County Ordinance or Code regarding appointments to the Library Board and the Neville Museum Governing Board so at least one County Board Member, who is on the Ed & Rec Committee is appointed to these boards co-terminus. *Referred from February County Board.***

Supervisor Van Dyck indicated that the intention of this communication is to correct a situation where a member of the Ed and Rec Committee switched committees and therefore there is no longer a representative of the Ed and Rec Committee that sits on the governing board of the Museum. Van Dyck continued that what he is asking is that instead of that member being appointed by the Executive for a three year term on the governing board, that that one person's term would match their term on the County Board so if they would be voted off the County Board or switch committees then there would be a reappointment of someone else to that governing board as the representative for the Ed and Rec Committee.

Robinson asked Van Dyck how he would propose addressing the current issue. Van Dyck stated that it can ride for now until the term of the current supervisor is up. At that point, whoever would be appointed would be appointed for two years instead of three.

Supervisor Moynihan pointed out that this would need to be an ordinance change and asked Supervisor Van Dyck how soon he wished to have this accomplished. Van Dyck responded that he would like to see Corporation Counsel bring this back to the next Executive Committee meeting.

Robinson pointed out that this issue will recur in the future. He noted that he currently sits on the Plan Commission and his appointment was for a certain number of years that was longer than his first term on the County Board, however, under the Plan Commission's structure, he serves as a representative of De Pere. If he would lose his County Board seat or move, technically, he would still be on the Plan Commission. He felt that there were probably other appointments out there with similar circumstances. Supervisor Erickson noted that the unwritten rule on the Plan Commission is that if a supervisor decides not to run for re-election or is defeated their seat on the Plan Commission is surrendered.

Van Dyck stated that he did take into consideration that other similar situations may come into play, but he felt that if the Chairman of the oversight committee has an issue they can bring it forward.

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Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to have Corporation Counsel draft an ordinance change and bring back to this Committee next month. Vote taken.
MOTION CARRIED UNANIMOUSLY

Supervisor Fewell arrived at 5:43 p.m.

Legal Bills

16. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to pay the legal bills.
Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

17. **County Executive Report.**

County Executive Troy Streckenbach advised the Committee that in preparing for the 2016 budget he is aware of the ongoing costs associated with the interoperability project at the 911 Center which was approved several years ago. The increased costs associated with that project are in the neighborhood of about \$300,000. Also, with regard to Family Care rolling out this year, the County will have to come up with about \$500,000 to offset the lost revenue. There are also a handful of things within the State budget that are being monitored for cost impacts on the County's overall budget. Another thing that conversations will be had about is with regard to the paras and what exactly the compensation target should be. At this time Streckenbach felt that the amount he is talking about is in the area of \$1 million dollars or a little bit more.

Van Dyck asked about Family Care and Streckenbach responded that there is a five year spend down that the County will have to pay to the State but he noted that there will be cost savings to the County after the spend down. He further noted that the spend down is included in the fund balance, however, the revenue that the County was receiving from the State through the feds in terms of square footage, operational costs and administrative costs associated with items that were able to be charged back to the program such as accounting and administrative costs will be lost. Streckenbach continued that the County will have roughly 10,000 square feet and 50 – 60 employees that will no longer be with the County that at one point in time the County was receiving revenue for. This will amount to roughly \$500,000.

Robinson asked Streckenbach if preliminary budget work includes conversations regarding issues in mental health and the Community Treatment Center and possible increased costs. Streckenbach responded that these items are on the radar as an area that needs to be addressed. Streckenbach stated that he will be looking for input from the committee as well as community conversations that have taken place. Streckenbach does not have any idea what the costs may be but he is aware that solutions are necessary. Robinson asked if any conversations have included talk of a detox center. Streckenbach responded that he knows that both detox and treatment need to be discussed. He would like to bring in all of the stakeholders to discuss this so a holistic approach can be taken in trying to find a reasonable solution to the problem.

Erickson recalled a communication from several months ago regarding heroin addiction and he wanted to know if this was addressed anywhere in the budget. He noted that there was an article in the *Press Gazette* regarding the increase in heroin usage and he noted that there are users who want to get off of heroin but there are not really any facilities to help in this area and he felt that this is an area that needs to be looked at carefully.

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Streckenbach responded that Brown County currently has a drug court and more resources have been included in the last few budgets to allocate more resources into the area of alternative treatment courts and these treatment courts will include not only the drug court and the veterans' court, but will also soon include a mental health court and a heroin court. These treatment courts allow for a proactive and preventative mechanism that will help individuals get successful treatment as well as mentorship. Streckenbach continued that as far as the overall cost of treatment, this is an area that will require more conversations. He noted that treatment for heroin takes much longer than it does for other drugs and is relatively expensive. At this time the conversations are just beginning, but Streckenbach realizes that treatment is becoming more and more of an issue in terms of making sure the community has the appropriate facilities.

Robinson asked Streckenbach if he has heard anything more from the State as to the status of a regional heroin treatment facility in Marinette. Streckenbach is aware that they are looking at a regional facility but he has not heard much more than that. He is encouraged by that and will continue to monitor it. He knows that Representative Nygren is very cognizant in trying to come up with solutions. Streckenbach also noted that in talking with providers from the community as well as those in the Human Services Department, treatment is the number one issue that needs to be addressed. There are so many other conversations happening as to how the heroin problem started and Streckenbach noted that it is a real issue in not only Brown County, but statewide and treatment is one of the things that has to be part of the overall conversation. Robinson felt that this should be approached from a regional standpoint as it cannot be a County approach alone. Streckenbach agreed and felt that a regional approach is a strong possibility.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Internal Auditor Report.

a) Monthly Status Update – February 1 – 28, 2015.

Internal Auditor Dan Process went through the audit report contained in the agenda packet with regard to the golf course. He noted that there were four findings for which recommendations were made to strengthen existing internal controls.

The first finding relates to the collection and recording of golf revenue by the golf pro. Under the current contract there is an individual golf pro that is responsible for collecting the revenue for the County as well as for the pro shop that he operates. Process noted that there is a category under the golf course revenue labeled "Accessories – Miscellaneous" and this reflects a good amount of the revenue that is being collected by the pro. Because the County is relying on this individual, Process felt that the point of sale system should be utilized and this should be defined better so the County has a better understanding of what makes up this category. Process also noted that at this time there is not a camera in place and he recommends a camera be installed to monitor the cash handling activities by non-County employees. Process continued that the Golf Course Superintendent Scott Anthes agreed with this finding and will be working with the golf pro to add revenue categories and will also tie out the reservations to the rounds of golf to be sure that there is reasonableness there. Process also noted that there was some initial concern regarding authorizing funds for installing the camera, but Anthes does intend to install a camera to be compliant with PCI.

The second finding relates to lack of proper documentation to support the insurance requirements. Process indicated that there are certain requirements that the County has written

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into the agreement but those requirements have not been met. It is Process's recommendation that management should develop and implement procedures to ensure that all required insurance coverages are obtained from third parties and reviewed for compliance. This practice will help to reduce any potential risk to the County for non-compliance. Anthes agrees with the recommendation and will implement the same.

The third finding refers to monthly invoices that the County is preparing and sending to the tenant for their portion for the expenses. While there were no material errors, the invoices did not reflect the actual expenses incurred. Process's recommendation is to review invoices for completeness and accuracy before they are sent out so that they reflect better on the County and that the records are accurate.

The final finding refers to the sales tax and Process noted that a small number of purchases made by the County included sales tax. This is more of a reminder that we need to ensure that employees that are making purchases need to be sure that sales tax is not be added to the purchase.

Process concluded that Anthes was very good to work with. The Committee thanked Process for his report and his work. Anthes stated that it was good to have the audit done and noted that he will follow through with all of the recommendations made. He noted that Process was very thorough and professional.

Van Dyck commented that he felt that the camera being installed was important as there is an independent contractor handling a significant amount of money and having an audit would be in order as to the number of carts going out in a day and cross checking it with the amount of money being taken in. Anthes stated that he had met with Kevin Raye from Technology Services about the camera and the camera will be installed. Also, with regard to the POS system, Anthes suggested that it should be spelled out in the contract in the future that the vendor is required to use the POS system as this is not stated in the current contract.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to receive and place on file Item 18. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve Item 18a. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Human Resources Report.

Human Resources Director Warren Kraft addressed the Committee. He indicated that the comp and class study continues on track to be presented to the County Board next month. Kraft also indicated that HR is continuing to work on a Fast Care type clinic as suggested by Supervisor Erickson.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances – None.

Miscellaneous

- 20. Outagamie County Resolution No. 108-2014-15: Support proposed legislation which prohibits, with certain exceptions, the manufacture of a personal care product containing microbeads beginning**

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January 1, 2016 and support legislation which prohibits, with certain exceptions, selling or distributing a personal care product containing microbeads beginning January 7, 2017.

Lund explained that this relates to microbeads in products that are too small to be caught by the filtration system and therefore end up in rivers and lakes which is harmful to the environment and wildlife.

Motion made by Supervisor Robinson, seconded by Supervisor Erickson to direct staff to adapt this resolution to Brown County and forward to the full County Board for approval at the March, 2015 meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

21. County Wide Assessment System proposed by Governor Walker's 2015 – 17 State Budget.

Moynihan indicated that this is a communication from the assessor. Lund agreed and stated that this is something that would cost the County a lot of money as we would have to hire individuals or a business to do all of the assessments that are currently done by the municipalities. This communication is asking the Counties to do this with no support from the State. Moynihan added that they want to have this done in a two year window and assessors and County personnel feel that five years is a more reasonable timeline. Lund stated that they also want to go into each home and do a complete assessment and he felt that this would be annoying to the citizens. Lund stated that he would like to see a resolution drafted that this is opposed in the budget as quickly as possible so we can get it down to the State.

Supervisor Fewell indicated that he had talked with Supervisor Clancy about this and there is a significant difference in cost from what their current assessor is charging to what the County would have to charge for this. This would have a significant impact particularly on the rural areas. Moynihan indicated there is a link on the Wisconsin Towns Association website for a proposed resolution in opposition to this.

Erickson noted that as a point of clarification, Robinson and he are on the Plan Commission which met last week and there was representation from every rural and metro community in the County and there was not one representative that was in favor of this. The general consensus was that the cost would escalate and escalate and nobody felt that this was a good idea. He is in favor of a resolution in opposition to this.

Motion by Supervisor Fewell, seconded by Supervisor Erickson to refer to Corporation Counsel for drafting of a resolution opposing the County Wide Assessment System proposed by Governor Walker's 2015 – 17 State Budget for approval at the March, 2015 County Board meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Open Session

22. a. Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
- b. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.
- c. Discussion strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to enter into closed session. Roll call vote taken: Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck, Buckley Fewell. MOTION CARRIED UNANIMOUSLY

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Closed Session

23. **Closed Session:** Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, a., b. and c., as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, and pursuant to Wis. Stat §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Roll call vote taken: Ayes: Robinson, Erickson, Lund, Moynihan, Van Dyck, Buckley Fewell. MOTION CARRIED UNANIMOUSLY

Reconvene in Open Session

24. a. Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
b. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Sheriff's Supervisory Labor Agreement.
c. Discussion, strategy and possible action regarding the contract negotiations for the Brown County Human Services Professional Labor Agreement.

Other

25. **Such other matters as authorized by law.**

Supervisor Moynihan mentioned with recent events at the national political level in regard to personal e-mails, perhaps the county board should adopt a policy or each supervisor look into the ability of accessing Brown County's e-mail system via each supervisor's remote computer (home, workplace, etc.). His concern is as nearly all supervisors typically utilize their personal e-mail addresses for county business, they are exposed to potential "open records" requests, if there was one warranted. He indicated that he contacted Mr. Neverman earlier in the day describing such a scenario. Mr. Neverman, whom was in attendance at the meeting indicated that what Supervisor Moynihan spoke of is very much doable from his department's perspective. He further spoke of open meeting records retention laws. Supervisor Moynihan then indicated that he would present a communication on the board floor for the Administration Committee to take up this issue at its next meeting. Supervisor Lund mentioned he would be willing to co-sign the communication in the event Supervisor Moynihan could not make the meeting due to work obligations.

26. Adjourn.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to adjourn at 6:56 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

HUMAN RESOURCES DEPARTMENT



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WARREN KRAFT
HUMAN RESOURCES DIRECTOR

April 6, 2015

Departments for position approval process at April 6, 2015 Executive Committee:

Administration – Purchasing Manager

Vacated – 4/17/15

Child Support – Child Support Specialist – Enforcement

Vacated – 4/29/15

County Clerk – Deputy County Clerk

Vacated – 4/30/15

Health – Public Health Nurse

Vacated – 3/24/15

Human Resources – Human Resources Analyst

Vacated – 4/20/15

Human Services – Account Clerk II

Vacated – 4/2/15

Human Services (CTC) – Clinical Social Worker

Vacated – 4/1/15

Human Services – Economic Support Specialist

Vacated – 3/27/15

Human Services (CTC) – Hospital & Nursing Home Administrator

Vacated – 3/12/15

Public Works – Facilities – Facility Worker

Vacated – 4/12/15

Public Works – Highway – Highway Crew

Vacated – 3/18/15

Treasurer – Financial Specialist

Vacated – 3/17/15

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

April 1, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director

FROM: Chad Weininger
Administration

SUBJECT: Request to Fill – Purchasing Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.) -
Was updated in 2010. Will work with HR in updating description.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Position is key to managing all of Brown County's purchasing and contract compliance activities for the procurement of supplies, materials, equipment and services.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Performance is measured on efficient compliance with County procurement policies as well as how competitive selection procedures are managed with effective results.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This position is critical in maintaining the consistent process analyses of Brown County's competitive procurement procedures, development of requests for bids/proposals, analysis of vendor bids/proposals, vendor selection, purchasing activities, contract negotiation and analyzes County purchasing activities to identify opportunities to achieve cost-savings or improve operational efficiencies and provides recommendations to the Risk Manager.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? *Budgeted funds are sufficient.*
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
This position is a central position to the smooth flow of purchasing processes and procedures; filling it is essential for continued operation.

Budget Impact Calculation

Department: Administration
Position: Purchasing Manager

Partial Budget Impact: 4/20/2015 36 Weeks

Salary \$ 45,777.46

Fringe Benefits \$ 18,135.69

\$ 63,913.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Employees resignation

Annualized Budget Impact:

Salary \$ 66,123.00

Fringe Benefits \$ 26,196.00

\$ 92,319.00

Note: this position is in the 2015 budget

Position vacated:

Budgeted hourly wage rate: \$31.79

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is required to fulfill the Brown County Purchasing requirements. This position supports all departments within Brown County. I recommend approval. I recommend approval. Thomas Smith

Contact

Chad Weininger 448-4035

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



March 2, 2015

TO: Troy Streckenbach, County Executive
Christina Connell, Human Resources Analyst
Warren Kraft, HR Director
Chad Weininger, Director of Administration

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Specialist-Enforcement

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is current. It has been submitted to HR for the purpose of documenting that it has recently been reviewed.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child Support enforcement is a joint federal, state and local responsibility. The Child Support Specialist-Enforcement, as a member of the enforcement unit, works in conjunction with a team of enforcement specialists, accounting technicians and support service representatives to provide federally mandated child support services including: locating absent parents, establishing paternity/financial/medical support orders, enforcing current and past due child support and modifying existing child support orders. This position is responsible for performing complex legal work to establish and enforce court orders (regarding financial, medical and other related matters) in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support enforcement unit currently handles approximately 14,300 cases and this number is steadily climbing. Brown County is one of Wisconsin's five largest agencies. In addition to the aforementioned, we also serve over 5,000 NIVD cases in accordance with state statute. Our enforcement unit is made up of 17 FTE's. Currently, each specialist is responsible for handling between 950-1000 cases per worker. Our caseloads continue to grow, in fact Brown County's IVD caseload increase accounts for 13% of the overall statewide increase (a staggering figure).

An enforcement specialist must have strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. Further, specialists must be knowledgeable with regard to public assistance eligibility, community resources and be adept in using a multitude of various computer systems.

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Most importantly, our enforcement staff drives the extent to which our agency receives state and federal funding. Allocation of revenue to each county depends both upon how the county performs within 4 performance measurements as well as how the state performs as a whole unit. It is imperative that Brown County maintain and even improve upon performance levels versus the antecedent of this; lest our funding be directly and negatively impacted.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we maintain our existing level of enforcement staff. More importantly, however, is the negative impact the vacancy would have on our ability to maximize performance incentives and state/federal funding opportunities. Current staff is challenged in keeping up with the workload they have now. Not filling this position would result in an increase of approximately 75 cases to each caseload. This would only prove to lessen enforcement endeavors and specialist effectiveness-which would, subsequently, lessen our performance measurements and ultimately reduce our funding for 2016. Our agency mission focuses on the necessity of providing education and outreach to our participants in an effort to maximize program understanding and compel payers to meet their respective court ordered obligations. Filling this position is, therefore, essential to our 5 year strategic plan.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position upon vacancy will have a negative effect on the department in many ways. Despite the fact that savings will be achieved while the position remains open, coverage for this area will be maintained by existing specialists. As previously mentioned, funding for the Child Support Agency is based on performance measures which primarily include work performed by this position. It is important that the salary savings not be viewed as sustainable-short of emergent situations as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern child support enforcement and b) who have very specific performance measures to meet themselves in order to secure the maximum state and federal funding for the following fiscal year. Lastly, it is important to remember that we realize 66% reimbursement from the state for program expenses. Leaving this position open for any period of time is not prudent.

Budget Impact Calculation

Department: Child Support
Position: Child Support Specialist - Enforcement

Partial Budget Impact: 4/30/15 - 12/31/15 35 Weeks

Salary	\$ 28,238.27
Fringe Benefits	<u>\$ 15,126.06</u>
	\$ 43,364.33

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 41,954.00
Fringe Benefits	<u>\$ 22,473.00</u>
	\$ 64,427.00

Note: this position is in the 2015 budget

Position vacated: 4/29/2015

Budgeted hourly wage rate: \$20.17

Total Number of FTEs Budget for this position title in budget:	17
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	17
Number of FTEs filled with this position vacant:	16
Percent of this position staffed:	94%

Analyst Recommendation: The funding for Child Support is directly related to level of service. By keeping this position vacant, the level of service will be directly affected, and in the long term, would affect the level of service to our clients, and future funding. I recommend approval. Thomas Smith

Contact John Bushmaker 391-6959

COUNTY CLERK

BROWN

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498

juno_sl@co.brown.wi.us

March 6, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Sandy Juno
Brown County Clerk

SUBJECT: Request to Fill – Deputy County Clerk

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Minimal job description revisions are currently being completed in Human Resources.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, Federal, State and local elections and marriage licensing. This position provides support to the County Board by attending meetings, preparing and publishing minutes, indexing and archiving documents.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Accuracy and outcome of the coordination and management of election and non-election related activities, correspondences, and publication of legal notices. Employee does not violate County ordinance and election laws. Spelling, grammar, and written materials neat, concise and are error free.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This work needs to be completed and requires knowledge of elections, county government, and other licensing and permitting programs. This position's work also contributes to the collection of chargeback revenues in excess of \$100,000 annually.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Funds are available in the 2015 County Clerk's Budget.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
This position can't be held open due to the length of training needed regarding federal and state election laws; election processes, procedures, and software and data bases. Likewise, we are approaching a 4 election cycle including a presidential primary in February or April and a general election in November. In addition, supporting for monthly County Board meetings requires a staff person in place.

3

Budget Impact Calculation

Department: County Clerk
Position: Deputy County Clerk

Partial Budget Impact: 5/18/15 - 12/31/15 32 Weeks

Salary	\$ 25,971.08
Fringe Benefits	<u>\$ 13,853.54</u>
	\$ 39,824.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 42,203.00
Fringe Benefits	<u>\$ 22,512.00</u>
	\$ 64,715.00

Note: this position is in the 2015 budget

Position vacated: 4/30/2015

Budgeted hourly wage rate: \$20.29

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to a promotion/appointment within the department. Duties are mandated by Federal, State and local elections and marriage licensing rules. Expeditious fill is needed because we are approaching a 4 election cycle, including a presidential primary in February or April and a general election in November. I recommend approval. Lorrie Blaylock HR Analyst

Contact Sandy Juno 448-4021

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N.

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

DIRECTOR

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Warren Kraft, Human Resources Director

FROM: Chua Xiong
Director/Health Officer

SUBJECT: Request to Fill -Public Health Nurse

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Description was reviewed in May 2013 and there were minor changes.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, all services provided are required under statutory regulations re to generalized public health nursing services for local public health departments.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nursing division provided 1943 communicable disease follow ups, and 503 visits for medication administration, 335 Tuberculin skin tests, 34 outbreak investigations, and 4,278 flu/other routine immunizations, 7 community group educations. (2014 stats).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
I do not think there are efficiencies (streamline, outsourcing job responsibilities) due to the need to protect the agency's liability by assuring that communicable disease services being provided by the county are being handled appropriately and consistency with state and federal rules/regulations, and best practice guidelines. There are also legal ramification with HIPPA and confidentiality
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes-position is budgeted for 2015.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Service provision to clients would get backed up, communicable disease control services may not be provided in a timely manner resulting in potential further spread, documentation could get backed up risking liability re to incomplete charting, immunization services may be limited due to reduced staffing, etc.



Budget Impact Calculation

Department: Health
Position: Public Health Nurse

Partial Budget Impact: 4/213/15 - 12/31/15 37 Weeks

Salary \$ 41,694.73

Fringe Benefits \$ 17,816.21

\$ 59,510.94

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 58,598.00

Fringe Benefits \$ 25,039.00

\$ 83,637.00

Note: this position is in the 2015 budget

Position vacated: 3/24/2015

Budgeted hourly wage rate: \$30.05

Total Number of FTEs Budget for this position title in budget: 11.68

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 11.68

Number of FTEs filled with this position vacant: 10.68

Percent of this position staffed: 91%

Analyst Recommendation: This position is responsible for handling all investigations and follow up relating to communicable disease, foodborne/waterborne outbreaks and other diseases. They also assist in providing immunization for child and adults. This position is also important as they provide education to our public regarding disease prevention and care. I recommend Approval. Christina Connell HR Analyst.

Contact Chua Xiong 448-6441

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

April 1, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration

FROM: Warren Kraft
Human Resources

SUBJECT: Request to Fill – Human Resources Analyst

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position is essential to providing recruitment, and personnel management assistance

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This position handles all human resources for Human Services, Child Support, NEW Zoo and Parks

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.
Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There is no ability to streamline activities

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes, funds are sufficient. Workload does not allow for the other analyst to pick up this workload.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The departments will not have the support to maintain staff.

Budget Impact Calculation

Department: Human Resources
Position: HR Analyst

Partial Budget Impact: 4/20/2015 36 Weeks

Salary \$ 35,471.08

Fringe Benefits \$ 16,548.92

\$ 52,020.00

Note: Estimated date of hire for partial year calculation is for the date after the employees resignation

Annualized Budget Impact:

Salary \$ 51,236.00

Fringe Benefits \$ 23,904.00

\$ 75,140.00

Note: this position is in the 2015 budget

Position vacated: 4/17/2015

Budgeted hourly wage rate: \$24.63

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is essential to providing recruitment, investigative and disciplinary actions to all Brown County Departments. It is an internal service that cannot be outsourced. I recommend Approval. (this person would be doing this). Tom Smith

Contact Warren Kraft 448-6288

Human Services Department-Community Treatment Center

3150 Gershwin Drive, Green Bay, WI 54311

Phone: (920) 391-4700; Fax: (920) 391-4870

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, Director of Administration

FROM: Susan Salewski, Admissions/Billing/Collections Supervisor
Human Services

SUBJECT: Request to Fill – ACCOUNT CLERK II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The job description has been updated and is included

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This is a revenue based position. They bill clinic and hospital outpatient services to Medicare, Medicaid, Insurance, Other Counties, and Self-Pay timely and accurately. This position is responsible for adding new providers, maintaining, and updating credentials as required. This position credential Medicare, Medicaid, CAQH and other third party payers. .

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is responsible for tracking over 70 providers for credentialing. This position bills multiple payers and insures billing is done timely and accurately in order to receive proper reimbursement. In 2014 we billed out over \$1,766,194.00 in clinic and hospital outpatient billing.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

With the implementation and conversion to the new EMR system in 2012 the billing processes for billing have changed to accommodate the new system. With these changes more claims are now sent electronically which helped streamline the past billing process.

In 2013 the implementation of electronic remits (835 format) is planned which will result with faster response time in receipt of denials and unpaid claims that will allow clerks to review remittances and process follow-up on a more timely basis.

In 2011 we eliminated one position in anticipation that the new EMR system would streamline work flow. This position was eliminated from the organization chart in the 2012 Budget. Work duties were re-distributed among Billing and Admissions Clerks.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.

This position is a budgeted position and has being vacated by a current employee who has retired. Sufficient funds are available to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Accurate and timely filing of electronic and paper claims is mandatory in order to receive proper reimbursement. Missed deadlines with payers will result in denied claims and lost revenue. Most insurance companies have a 90day timely filling rule. The impact of not filling this position would directly impact our revenue at the Community Treatment Center. (Revenue has already been impacted in 2013 when this job was not filled because of credentialing deadlines not being met timely and monitoring the need of prior authorizations wasn't met.)

Budget Impact Calculation

Department: Human Services/CTC
Position: Account Clerk II - ABC

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary	\$ 27,542.94
Fringe Benefits	<u>\$ 15,634.63</u>
	\$ 43,177.58

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 38,709.00
Fringe Benefits	<u>\$ 21,973.00</u>
	\$ 60,682.00

Note: this position is in the 2015 budget

Position vacated: 4/2/2015

Budgeted hourly wage rate: \$18.61

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to a retirement. The position maintains, researches and updates provider credentialing as required by state mandate. They are responsible for maintaining licenses for all providers in the ABC Department and a roster of the credentialed staff. The position also does billing for the outpatient clinic services and community support program. Credentialing must be done correctly and in a timely manner or it may result in revenue loss. In addition, billing insurance claims have a 90 day timely filing deadline. If deadlines are not met, revenue could be lost. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Sue Salewski 391-4740

6

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

3-23-15

TO: County Executive: Troy Streckenbach
Human Resources Manager: Warren Kraft
Director of Administration: Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Community Treatment Center Outpatient Department

SUBJECT: Request to Fill – Clinical Social Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Position Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This Position meets the needs of clients, many of whom are under chapter 51 commitments, or on hold open status, these services being mandated services the county provides under Chapter 51 of the Wisconsin Statutes. Additionally, this position serves clients with chronic mental health conditions that need case management to sustain their functioning in the community, thereby preventing hospitalization, or long term mental health placement.

Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance is measured in accordance with the complexity and volume of case load held by each case manager, as reflected in employee's annual performance appraisal.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is needed to continue to meet the basic needs of existing clients, and does not present a viable opportunity to reorganize or consolidate positions, as we have a pronounced case management shortage currently, due to staff departures and medical leaves.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Client's would go unserved/underserved, and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management.

Budget Impact Calculation

Department: Human Services/CTC/Outpatient Behavioral Health
Position: Clinical Social Worker

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary \$ 45,080.23

Fringe Benefits \$ 18,337.77

\$ 63,418.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 63,356.00

Fringe Benefits \$ 25,772.00

\$ 89,128.00

Note: this position is in the 2015 budget

Position vacated: 4/1/2015

Budgeted hourly wage rate: \$32.49

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is responsible for providing case management to those within the community with mental health or AODA conditions. This position meets the needs of clients, many of whom are under Chapter 51 commitments and serves clients that need case management to sustain their functioning in the community. The position prevents those clients from needing hospitalization and institutionalization. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Ian Agar 448-6959

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

March 16, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration
Warren Kraft, Director, Human Resources Department

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
 - o The current caseload averages between 550-820 cases per worker.
 - o Brown County Caseload Comparison:
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
 - Nov. 2013 – total caseload = 24,019; Foodshare **monthly** issuance = \$3.1 million
 - Nov. 2014 – total caseload = 25,134; Foodshare **monthly** issuance = \$3.1 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



8

The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

8

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary	\$ 22,671.75
Fringe Benefits	<u>\$ 14,885.38</u>
	\$ 37,557.13

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 31,863.00
Fringe Benefits	<u>\$ 20,920.00</u>
	\$ 52,783.00

Note: this position is in the 2015 budget

Positions vacated: 3/27/2015

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	49
Percent of this position staffed:	98%

Analyst Recommendation: This position is open due to a inter-departmental transfer. ESS workers are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

8

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

3/12/15

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Services Manager
Chad Weininger, Director of Administration

FROM: Nancy Fennema, Interim Executive Director
Human Services

SUBJECT: Request to Fill - Hospital & Nursing Home Administrator

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

It is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position is required by state and federal statutes and regulations for the operation of a hospital and nursing home.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

No specific performance metrics other than need to maintain adequate volumes of service. Accountable for day-to-day operations of acute psychiatric hospital & 63 bed nursing home. Responsible for overall compliance with state & federal regs. Expected to ensure evidence-based treatment and best care practices.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

In addition to the administration of the hospital & nursing home, this position may have added duties assigned at a later date.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We would close the hospital & nursing home.

Budget Impact Calculation

Department: Human Services - CTC
Position: Hospital & Nursing Home Administrator

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary	\$ 59,496.00
Fringe Benefits	<u>\$ 20,558.48</u>
	\$ 80,054.48

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 83,616.00
Fringe Benefits	<u>\$ 28,893.00</u>
	\$ 112,509.00

Note: this position is in the 2015 budget

Position vacated: 3/12/2015

Budgeted hourly wage rate: \$40.20

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: Position was vacated on 3/12/15. The Hospital & Nursing Home Administrator position is essential in managing the day-to-day operations of the Community Treatment Center within the Human Services Department. This individual performs administrative and management functions to coordinate programs and services within the Inpatient Services division. It is mandated by state and federal statutes and regulations for the operation of a hospital and nursing home. I recommend approval. Lorrie Blaylock, HR Analyst

Contact

Nancy Fenemma

448-6003

PUBLIC WORKS

Brown County

2198 GLENDALE AVE
GREEN BAY, WISCONSIN 54303

PHONE (920) 662-2158 FAX (920) 434-4576
E-MAIL DANIELSKI_PG@CO.BROWN.WI.US



PAUL DANIELSKI

FACILITY MANAGER

March 30, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Paul Danielski, Facility Manager
Public Works

SUBJECT: Request to Fill – Facility Worker
Current employee is transferring to Open Facility Mechanic Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
 - Yes, it is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
 - Yes. Facility Workers are necessary at Courthouse Square Campus to perform building maintenance and repairs, painting, furniture (moves, installation, repairs), room setups, program requests (blood drives, press conference setups, book fairs, United Way events, etc), provide building security after hours, sign shop, and grounds work including plant maintenance, snow removal, parking lot and walks maintenance, and trash pickup. This position also provides support for work space ergonomic issues, record destruction runs, cleaning of walks and parking lots, assisting with construction projects, pest control, back up help for mail center, and provides security and support at the Courthouse during after hour trials and events.
 - Unlike the Facility Mechanics and Housekeeping staff, which are based on square footage, the number of Facility Worker positions is based on the amount of grounds work and building maintenance being completed in house and customer-driven demand work. See examples above.
 - This position is an integral part of our department staff who also assist with housekeeping coverage when needed, as well as assisting the Facility Mechanics.
 - We maintain a total of 12 County buildings (554,000 square feet) with this group including Sophie Beaumont, Northern, Courthouse, Law Enforcement Center, WRC, Sheriff's Office, Health, Museum, UW Extension, Our Place, Aging and Disability Resource Center (2). Proper maintenance and cleaning are necessary to provide effective facility reliability, meet and exceed building and equipment life expectancy, and to avoid premature replacement costs. In addition to facilities, Facility Workers

are the main employees that ensure clean, safe, and attractive grounds for the public as well as our employees.

- Furthermore, Facility Workers respond to numerous calls daily including- Plugged toilets, restroom cleanup, slips and falls, coffee and soda spills, deliveries, and pest control.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Facility Worker performance is measured by the number of routine and preventive work orders completed, building and grounds inspections, cleanliness and appearance of buildings and grounds, as well as feedback from employees and the public. Proper cleaning and maintenance of buildings and grounds will extend the life of our existing assets.
 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
 - Providing daily maintenance services in-house provides timely response, reliability, trustworthiness, and flexibility of staff. Staff and workload are monitored and evaluated on an ongoing basis. Coverage is available during employee vacations and time off. Previous reorganization efforts have reduced the number of Facility Workers at the Courthouse Square Campus from five in 2004 to four in 2005 responsible for 509,000 square feet. We are currently down to three FTE. These three Facility Workers positions are currently responsible for the maintenance of 554,000 square feet. We are currently contracting out most of our remodeling projects and some painting. In addition, with the status change of the unions, we can now flex staff into all of our locations as needed which will increase our productivity.
 - We have recently eliminated annual flower beds and replaced with perennial plantings to reduce the cost and time spent on grounds maintenance. This also allowed us to eliminate the need for two summer grounds keepers.
 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
 - Yes, budgeted funds are sufficient.
 - No, this position should not be held open.
 6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
 - The result of not filling this position is less preventive maintenance being completed, buildings and grounds not being properly maintained and updated, resulting in increase in deferred maintenance, increased overtime, the risk of employee burnout, lack of scheduling coverage, and premature building system and component replacements. The life span of existing buildings and grounds will be greatly reduced without proper maintenance and repairs on an ongoing basis. Proper building maintenance is less expensive than replacement costs which in most cases are capital outlay projects.

- Customer service to employees, departments, and the public will continue at a reduced level. Snow and ice removal quality on grounds has also been reduced due to having one less staff available for snow removal operations.

The buildings included in the Courthouse Square group (identified in question #2) have a combined replacement value of \$74,681,427. Facility Maintenance is vital to protect the return on investment of physical assets. Routine and preventive maintenance are critical in retarding the naturally occurring rate of decay in our buildings. Safe, reliable, well maintained buildings and grounds are an imperative. Maintenance activities performed by the appropriate number of Facility Workers insure a safe physical work environment, reliable and clean buildings and grounds.

In addition to the loss of three Facility Worker in the past 10 years, we have eliminated two electricians, two mechanics, and one security guard, in the Courthouse Square group. Hospital and Nursing home support services will be severely reduced possibly not meeting state codes and mandates.

- Customer service to employees, departments, and the public will continue at a reduced level. Snow and ice removal quality on grounds has also been reduced due to having one less staff available for snow removal operations.

Over time, the number of qualified in-house maintenance staff has decreased, while the gross square feet of facilities to maintain has increased. We have implemented ongoing changes to improve our efficiency including the use of our staff and resources throughout all of our buildings and campus'.

Budget Impact Calculation

Department: Public Works - Facilities
Position: Facility Worker

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary \$ 26,329.06

Fringe Benefits \$ 15,448.92

\$ 41,777.98

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 37,003.00

Fringe Benefits \$ 21,712.00

\$ 58,715.00

Note: this position is in the 2015 budget

Position vacated: 3/31/2015

Budgeted hourly wage rate: \$17.79

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This position is responsible ensuring the maintenance and upkeep of the county buildings meets the department expectations. The duties include but are not limited to, parking lot upkeep, plant and ground maintenance, snow removal, trash pickup and building repairs. This position is essential for making sure our county buildings are clean and safe for our employees and the public. I recommend approval. Christina Connell HR Analyst

Contact Paul Danielski 662-2158

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

March 18, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Laborer Position as stated in the Table of Organization

Please find the following justification to fill a vacant Highway Laborer position:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer positions.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current positions should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works Highway
Position: Highway Laborer

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary \$ 33,699.88

Fringe Benefits \$ 16,584.54

\$ 50,284.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 47,362.00

Fringe Benefits \$ 23,308.00

\$ 70,670.00

Note: this position is in the 2015 budget

Position vacated: 3/18/2015

Budgeted hourly wage rate: \$22.77

Total Number of FTEs Budget for this position title in budget: 65

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 65

Number of FTEs filled with this position vacant: 64

Percent of this position staffed: 98%

Analyst Recommendation: This position is vacant as of 3/18/15 and is responsible for highway and bridge maintenance including 24/7 snow removal in the winter months. With the increased workload due to the Highway 29/41 interchange and reconstruction project, this position is vital for keeping our roads cleared and safe to travel. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Paul Van Noie 662-2161

TREASURER
Brown County

305 EAST WALNUT
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4074 FAX (920) 448-6341

PAUL ZELLER

TREASURER

March 18, 2015

TO: Troy Streckenbach - County Executive
Warren Kraft - Human Resources Manager
Chad Weininger - Director of Administration

FROM: Paul Zeller - Treasurer
Brown County Treasurer

SUBJECT: Request to Fill – Financial Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Updated position description has been given to HR analyst.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Duties are essential since previous Financial Specialist is now Deputy Treasurer. Office is small and all positions are critical. Deputy Treasurer cannot do both jobs due to necessary separation of duties.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Administers all financial aspects of the Treasurer functions including cash management, system administration on bank account, accounts receivable, accounts payable, asset management and purchasing. Also provides backup to Deputy Treasurer for journal entries and receipting.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Due to cash handling, accounting controls, and separation of duty requirements, outsourcing of this position would not be feasible at this time.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? Yes



6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Most required County and State financial reports would not be prepared timely to meet required deadlines. This would include the failure to timely prepare the accounts payable and general ledger month-end closing schedules, year-end Treasurer Checklist and Logos journal entries. This would adversely affect many other County departments. Also, not filling the position would affect our ability to properly staff the Treasurer's Office over the lunch hour due to the requirement to always have at least two staff members present at all times. Please keep in mind that at full staff the Treasurer's Office is comprised of four total employees plus the Treasurer.

Thank you for your consideration.

Sincerely,



PAUL ZELLER
BROWN COUNTY TREASURER



Budget Impact Calculation

Department: Treasurer
Position: Financial Specialist

Partial Budget Impact: 4/13/15 - 12/31/15 37 Weeks

Salary \$ 33,862.12

Fringe Benefits \$ 16,608.73

\$ 50,470.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 47,590.00

Fringe Benefits \$ 23,342.00

\$ 70,932.00

Note: this position is in the 2015 budget

Position vacated: 3/17/2015

Budgeted hourly wage rate: \$22.88

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is vacant due to a promotion/appointment within the department. This position backs up the Deputy Treasurer and also administers all financial aspects of the Treasurer functions including cash management, system administration on bank accounts, accounts receivable, accounts payable, asset management and purchasing. The treasurer's office is small and not filling the position is not an option. I recommend approval. Lorrie Blaylock HR Analyst

Contact Paul Zeller 448-6321

12

April 15, 2015

AN ORDINANCE TO AMEND SECTION 3.09
BROWN COUNTY LIBRARY BOARD

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES ORDAIN
AS FOLLOWS:

Section 1 - Section 3.09 of the Brown County Code entitled, "Library Board," is hereby amended
as follows:

3.09 (1) A County Library Board is hereby created in accordance with the
Wisconsin Statutes, Section 43.57.

(2) The Brown County Library Board shall include an appointment of a
County Board Supervisor to serve co-terminus on the Education and Recreation
Committee and the Library Board.

Section 2 - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

*Fiscal Note: This resolution does not have a fiscal impact and therefore does not require an
appropriation from the General Fund.*

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

13a

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 15, 2015
REQUEST TO: Brown County Board of Supervisors
MEETING DATE: April 15, 2015
REQUEST FROM: Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance to Amend Section 3.09 Brown County Library

ISSUE/BACKGROUND INFORMATION:

This is an amendment to the Ordinance as to the membership of the Library Board that one of the appointments shall be a County Board Supervisor who is to serve co-terminus on the Education and Recreation Committee and the Library Board.

ACTION REQUESTED:

The Executive Committee requests support from the County Board on this ordinance amendment.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ _____
- b. If part of a bigger project, what is the total amount of the project? \$ _____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

13a

April 15, 2015

AN ORDINANCE TO AMEND SECTION 3.21
BROWN COUNTY NEVILLE MUSEUM GOVERNING BOARD

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES ORDAIN
AS FOLLOWS:

Section 1 - Section 3.21 of the Brown County Code entitled, "Brown County Museum Governing Board," is hereby amended as follows:

3.21 (1) The governing body of the Neville Public Museum with regard to operations, administration and control shall be composed of a seven (7) member board, whose membership shall consist of not less than three (3) nor more than four (4) County Board Supervisors, of which one County Board Supervisor shall serve co-terminus on the Education and Recreation Committee and the Museum Board, and not less than three (3) nor more than four (4) citizens at large, depending on the number of supervisors appointed, and at least two (2) of the citizen members shall be appointed from a list of not less than five (5) names submitted by the Museum. These appointments shall be made by the County Executive and shall be subject to County Board confirmation.

Section 2 - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Fiscal Note: This resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

13b

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 15, 2015
REQUEST TO: Brown County Board of Supervisors
MEETING DATE: April 15, 2015
REQUEST FROM: Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance to Amend Section 3.21 Brown County Neville Museum Governing Board

ISSUE/BACKGROUND INFORMATION:

This is an amendment to the Ordinance as to the membership of the Neville Museum Board that one of the appointments shall be a County Board Supervisor who is to serve co-terminus on the Education and Recreation Committee and the Neville Museum Board.

ACTION REQUESTED:

The Executive Committee requests support from the County Board on this ordinance amendment.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ _____
- b. If part of a bigger project, what is the total amount of the project? \$ _____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

13b

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR APRIL 6, 2015 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-3-27-15	3/27/2015	\$ 3,021.00	Airport General
CONWAY, OLEJNICZAK & JERRY, S.C.	671409-021M-6	2/28/2015	\$ 176.00	FUSION INTEGRATED SOLUTIONS, LLC
MICHAEL, BEST & FRIEDRICH LLP	1334247	3/10/2015	\$ 279.50	Fox River Cleanup - Insurance
	1334248	3/10/2015	\$ 352.00	API & NCR v. GEORGE A. WHITING, ET AL
Total ----			\$ 3,828.50	

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

March 27, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
3/17	Meeting with Tom Miller and Sue Bertrand re: Grandstay, CAVU, vendor lease; Letter from Sue Bertrand re: CAVU; Review information from Tom Miller re: US Customs	2.25
3/19	Letter from Attorney Burns with Pro-Tec Amendment; Letter to Tom Miller re: Pro-Tec; Phone conference with Sue Bertrand re: CBP, etc.;	.25 .20 .70
3/23	Phone conference with Sue Bertrand re: CBP Meeting with Tom Miller and Sue Bertrand re: conference call re: airline lease	.25 1.75
3/25	Begin review of Delta/American revisions to lease	.50
3/26	Letter from Sue Bertrand with Pro-Tec Amendment; Letter to Bob Burns; Review airline lease re: Delta/American revisions	.20 1.00
3/27	Phone conference with Sue Bertrand; Complete review of airline lease; Meeting at Airport conference call with Steve Horton re: airline lease.	3.50
	TOTAL HOURS:	10.60

10.60 HOURS @ \$285.00 PER HOUR =

\$3,021.00

AMOUNT DUE ON ACCOUNT:

\$3,021.00

Thank you.
GAW:prn

[Signature]

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

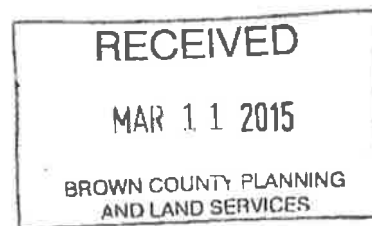
CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
02/28/2015
ACCOUNT NO: 671409-021M
STATEMENT NO: 6

PLEASE RETURN THIS PORTION WITH PAYMENT

FUSION INTEGRATED SOLUTIONS, LLC

	PREVIOUS BALANCE			<i>Advance Greater Green Bay Area Chamber will pay \$548.00</i>	<i>HOURS</i>	<u>\$548.00</u>
02/01/2015	MMM	E-MAIL TO CLIENT RE: STATUS OF CLOSING.			0.20	
02/09/2015	MMM	E-MAIL TO AND FROM CLIENT RE: STATUS OF CLOSING AND FILING UCC-1 STATEMENT.			0.20	
		FOR CURRENT SERVICES RENDERED			0.40	106.00
02/10/2015		DEPARTMENT OF FINANCIAL INSTITUTIONS - UCC FINANCING STATEMENT				10.00
02/12/2015		DEPARTMENT OF FINANCIAL INSTITUTIONS - FINANCING STATEMENT				60.00
						70.00
		TOTAL ADVANCES THRU 02/28/2015				70.00
		TOTAL CURRENT WORK				<u>176.00</u>
		BALANCE DUE				<u>\$724.00</u>



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

*Pay
\$176.00
Chamie
3/12/15
14*



CONFIDENTIAL

Kristen Hooker, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date March 10, 2015
Invoice No. 1334247

Client/Matter **018236-0042 Fox River Cleanup - Insurance**

For professional services rendered through February 28, 2015, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
2/17/15	R Exum	Prepare email to Mr. Beacham of Wausau Insurance to follow up on outstanding reimbursement.	0.10	\$ 21.50
2/20/15	R Exum	Receive payment from Resolute for outstanding invoice; update invoice tracking chart and prepare letter to client enclosing reimbursement.	0.30	64.50
2/24/15	R Exum	Process payment received from Wausau Insurance; confirm receipt of check with Wausau; update defense invoice and payment tracking chart to reflect payments received; prepare email to Resolute requesting payment for underpaid invoice; revise and finalize letter to client enclosing checks received.	0.90	193.50
Total Hours and Services			1.30	\$ 279.50

Total Services	\$ 279.50
Total Disbursements	0.00
Total This Invoice	\$ 279.50

14

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1334247
018236-0042
March 10, 2015
Page 2 of 2

Prior Outstanding Due (See Below)	<u>189.87</u>
Total Amount Due	<u>\$ 469.37</u>

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
6/17/14	1295476	\$ 100.00	\$ -60.63	\$ 39.37
2/5/15	1329136	150.50	0.00	<u>150.50</u>
Prior Outstanding Due:				<u>\$ 189.87</u>

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
R Exum	Paralegal	<u>1.30</u>	\$ 215.00	<u>\$ 279.50</u>
Totals		1.30		\$ 279.50



CONFIDENTIAL

Kristen Hooker, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date March 10, 2015
Invoice No. 1334248

Client/Matter 018236-0044 API and NCR v. George A. Whiting, et al.

For professional services rendered through February 28, 2015, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
2/10/15	I Pitz	Review recent case pleadings.	0.80	\$ 352.00
Total Hours and Services			0.80	\$ 352.00
Total Services				\$ 352.00
Total Disbursements				0.00
Total This Invoice				\$ 352.00
Prior Outstanding Due (See Below)				572.00
Total Amount Due				<u>\$ 924.00</u>

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1334248
018236-0044
March 10, 2015
Page 2 of 2

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
2/5/15	1329137	\$ 572.00	\$ 0.00	<u>\$ 572.00</u>
Prior Outstanding Due:				<u>\$ 572.00</u>

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>0.80</u>	\$ 440.00	<u>\$ 352.00</u>
Totals		0.80		\$ 352.00

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

12/31/14

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 552,067	\$ 552,067	100.0%	
Public Charges	\$ 100	\$ 135	134.5%	
Miscellaneous Revenue	\$ -	\$ 422	#DIV/0!	(1)
Other Financing Sources	\$ 2,745	\$ 2,745	100.0%	
Personnel Costs	\$ 415,933	\$ 417,038	100.3%	(2)
Operating Expenses	\$ 138,979	\$ 133,016	95.7%	(3)

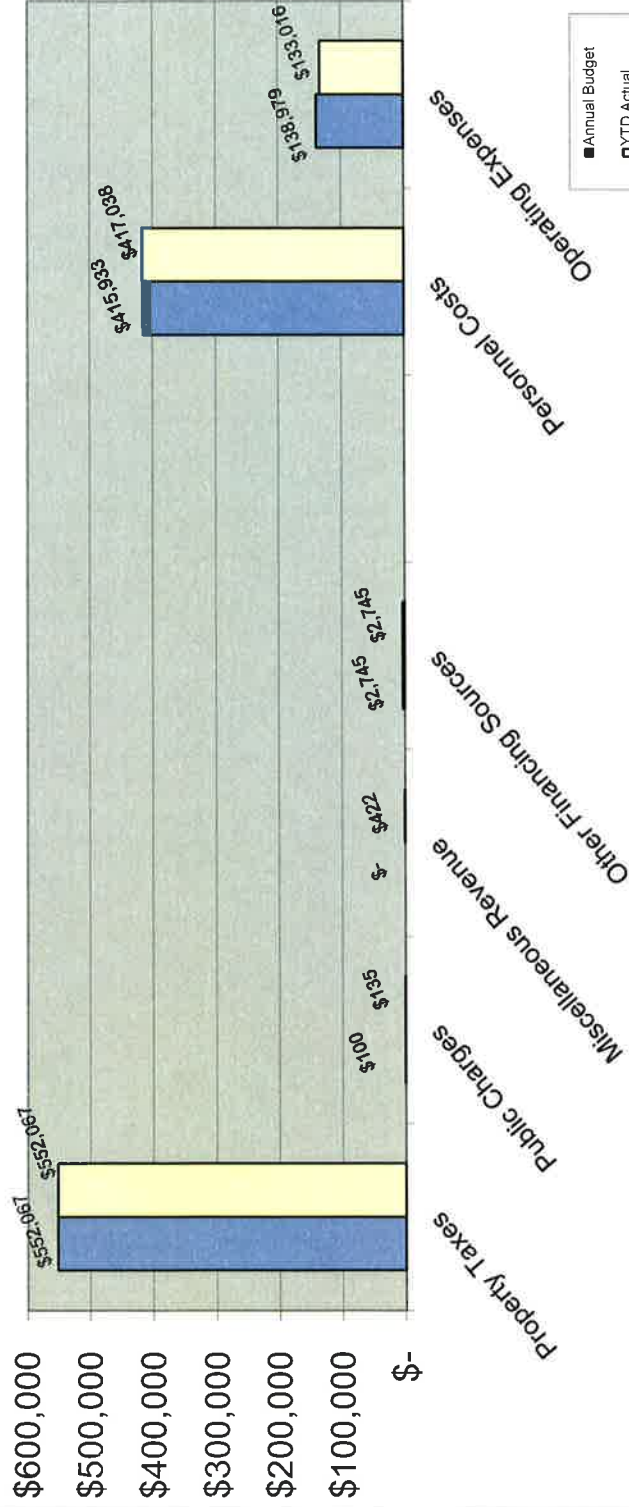
Comments:

(1) Miscellaneous Revenue - This represents donations received to benefit the Veterans' Recognition Subcommittee.

(2) Personnel Costs - Unfavorable variance is partially attributed to overtime exceeding budgeted amount by approximately \$360. However, this was offset by utilizing less Contracted Services in 2014 (\$1,300) versus \$1,700 in 2013, which is part of the overall favorable variance reflected within Operating Expenses.

(3) Operating Expenses - Favorable variance is mainly attributed to underspending within the following categories: Supplies (\$570), Postage (\$200), Intra-County Expenses (\$2,560), Contract Services (\$1,170) and Professional Services (\$1,000).

Board of Supervisors - December 31, 2014



16a

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

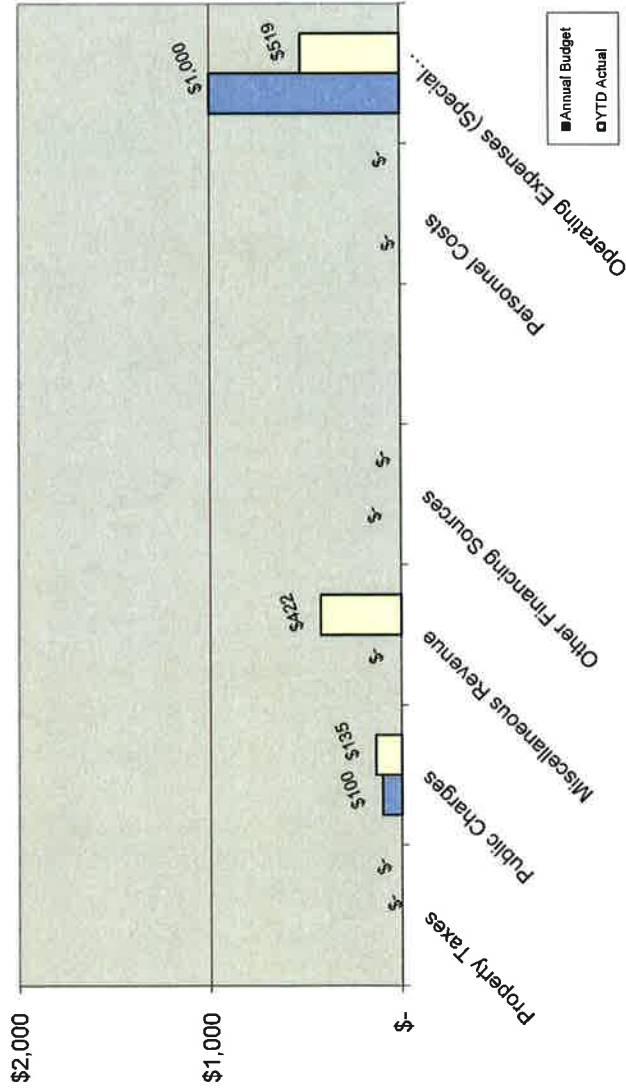
12/31/14

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ -	\$ -	-	
Public Charges	\$ 100	\$ 135	134.5%	(1)
Miscellaneous Revenue	\$ -	\$ 422	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -	-	
Personnel Costs	\$ -	\$ -	-	
Operating Expenses (Special Events)	\$ 1,000	\$ 519	51.9%	(3)

Comments:

- (1) Public Charges - This represents promotional items sold to benefit the Veterans' Recognition Subcommittee.
- (2) Miscellaneous Revenue - This represents donations received to benefit the Veterans' Recognition Subcommittee.
- (3) Operating Expenses (Special Events) - The activity reflected within this account mainly represents expenditures affiliated with events held at the Brown County Fair to recognize veterans'.

**Board of Supervisors
(Veterans' Recognition Subcommittee)
December 31, 2014**



16a



Budget by Account Classification Report

Through 12/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
<i>Property taxes</i>											
4100	General property taxes	552,067.00	.00	552,067.00	46,005.62	.00	552,067.00	.00	.00	100	543,202.00
	<i>Property taxes Totals</i>	\$552,067.00	\$0.00	\$552,067.00	\$46,005.62	\$0.00	\$552,067.00	\$0.00	\$0.00	100%	\$543,202.00
<i>Public Charges</i>											
4601	Sales	100.00	.00	100.00	10.43	.00	134.52	(34.52)	135	135%	70.86
	<i>Public Charges Totals</i>	\$100.00	\$0.00	\$100.00	\$10.43	\$0.00	\$134.52	(\$34.52)	(\$34.52)	135%	\$70.86
<i>Miscellaneous Revenue</i>											
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
4901	Donations	.00	.00	.00	.00	.00	422.00	(422.00)	+++	+++	595.00
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$422.00	(\$422.00)	(\$422.00)	+++	\$595.00
<i>Other Financing Sources</i>											
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	2,745.00	2,745.00	2,744.90	.00	2,744.90	.10	.10	100	.00
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	830.86
	<i>Other Financing Sources Totals</i>	\$0.00	\$2,745.00	\$2,745.00	\$2,744.90	\$0.00	\$2,744.90	\$0.10	(\$0.10)	100%	\$830.86
	REVENUE TOTALS	\$552,167.00	\$2,745.00	\$554,912.00	\$48,760.95	\$0.00	\$555,368.42	(\$456.42)	(\$456.42)	100%	\$544,698.72
EXPENSE											
<i>Personnel Costs</i>											
5100	Regular earnings	341,081.00	.00	341,081.00	35,441.33	.00	331,716.51	9,364.49	9,364.49	97	326,292.48
5100.998	Regular earnings Budget only	2,586.00	.00	2,586.00	.00	.00	.00	2,586.00	0	0	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	324.06	.00	5,782.47	(5,782.47)	(5,782.47)	+++	7,919.02
5102.200	Paid leave earnings Personal	.00	.00	.00	589.75	.00	2,002.82	(2,002.82)	(2,002.82)	+++	1,983.03
5102.300	Paid leave earnings Casual	.00	2,745.00	2,745.00	2,504.33	.00	2,504.33	240.67	240.67	91	2,479.53
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	2,001.00	.00	4,002.00	(4,002.00)	(4,002.00)	+++	3,962.40
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	1,000.00	.00	1,000.00	114.36	.00	830.06	169.94	169.94	83	560.78
5103.100	Premium Comp time	.00	.00	.00	384.82	.00	525.96	(525.96)	(525.96)	+++	392.19
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	(2,812.94)
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	25,142.00	.00	25,142.00	3,069.49	.00	25,913.45	(771.45)	(771.45)	103	25,821.86
5110.110	Fringe benefits Unemployment compensation	489.00	.00	489.00	77.08	.00	583.99	(94.99)	(94.99)	119	1,286.58
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget by Account Classification Report

Through 12/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
Personnel Costs											
5110.200	Fringe benefits Health insurance	28,934.00	.00	28,934.00	2,432.48	.00	.00	29,189.76	(255.76)	101	26,720.47
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	2,402.00	200.12	.00	.00	2,401.44	.56	100	2,141.28
5110.220	Fringe benefits Life Insurance	311.00	.00	311.00	27.90	.00	.00	360.84	(49.84)	116	201.25
5110.230	Fringe benefits LT disability insurance	490.00	.00	490.00	41.25	.00	.00	495.00	(5.00)	101	489.96
5110.235	Fringe benefits Disability insurance	880.00	.00	880.00	73.34	.00	.00	880.08	(.08)	100	1,613.00
5110.240	Fringe benefits Workers compensation insurance	376.00	.00	376.00	31.33	.00	.00	375.96	.04	100	70.00
5110.300	Fringe benefits Retirement	9,123.00	.00	9,123.00	1,237.15	.00	.00	9,473.47	(350.47)	104	8,496.86
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	374.00	.00	374.00	.00	.00	.00	.00	374.00	0	.00
Personnel Costs Totals		\$413,188.00	\$2,745.00	\$415,933.00	\$48,549.79	\$0.00	\$417,038.14	(\$1,105.14)	100%		\$407,617.75
Operating Expenses											
5300	Supplies	.00	.00	.00	.00	.00	.00	26.97	(26.97)	+++	12.50
5300.001	Supplies Office	1,100.00	.00	1,100.00	.00	.00	.00	529.93	570.07	48	1,145.05
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	2,900.00	246.61	.00	.00	2,691.85	208.15	93	2,713.05
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,795.00	.00	32,795.00	2,307.33	.00	.00	32,773.00	22.00	100	23,365.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	3,000.00	295.23	.00	.00	3,020.47	(20.47)	101	2,649.96
5365	Special events	1,000.00	.00	1,000.00	.00	.00	.00	519.12	480.88	52	705.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	12,454.00	.00	12,454.00	1,104.94	.00	.00	10,764.93	1,689.07	86	12,080.93
5601.200	Intra-county expense Insurance	985.00	.00	985.00	82.08	.00	.00	984.96	.04	100	758.00
5601.400	Intra-county expense Copy center	4,200.00	.00	4,200.00	194.15	.00	.00	3,329.29	870.71	79	4,340.10
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.38	.00	.00	845.00	.00	100	805.00
5601.550	Intra-county expense Document center	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5700	Contracted services	2,500.00	.00	2,500.00	.00	.00	.00	1,330.00	1,170.00	53	1,735.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	.00
5714	Accounting and auditing	76,200.00	.00	76,200.00	.00	.00	.00	76,200.00	.00	100	75,100.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00



Budget by Account Classification Report

Through 12/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
	Operating Expenses Totals									
	EXPENSE TOTALS	\$138,979.00	\$0.00	\$138,979.00	\$4,300.72	\$0.00	\$133,015.52	\$5,963.48	96%	\$125,409.71
		\$552,167.00	\$2,745.00	\$554,912.00	\$52,850.51	\$0.00	\$550,053.66	\$4,858.34	99%	\$533,027.46
Fund 100 - GF Totals										
	REVENUE TOTALS	552,167.00	2,745.00	554,912.00	48,760.95	.00	555,368.42	(456.42)	100	544,698.72
	EXPENSE TOTALS	552,167.00	2,745.00	554,912.00	52,850.51	.00	550,053.66	4,858.34	99	533,027.46
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$4,089.56)	\$0.00	\$5,314.76	(\$5,314.76)		\$11,671.26
Grand Totals										
	REVENUE TOTALS	552,167.00	2,745.00	554,912.00	48,760.95	.00	555,368.42	(456.42)	100	544,698.72
	EXPENSE TOTALS	552,167.00	2,745.00	554,912.00	52,850.51	.00	550,053.66	4,858.34	99	533,027.46
Grand Totals		\$0.00	\$0.00	\$0.00	(\$4,089.56)	\$0.00	\$5,314.76	(\$5,314.76)		\$11,671.26

Hea

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

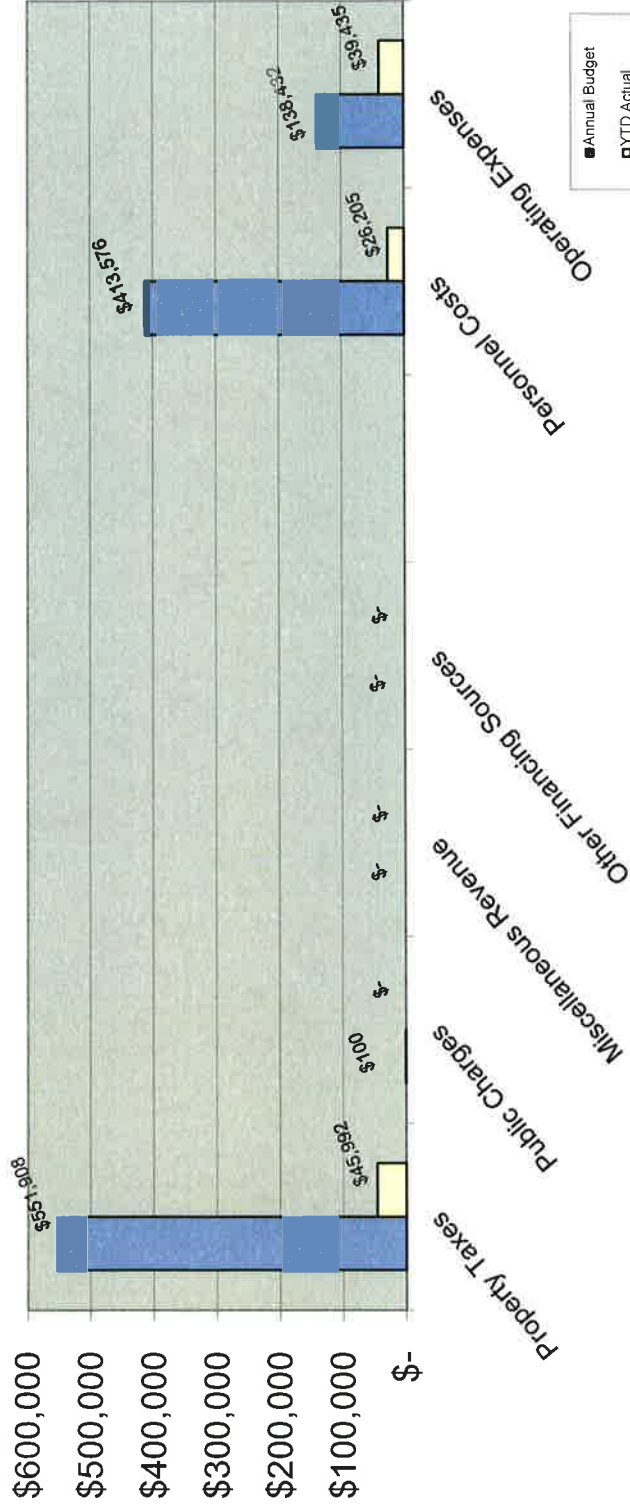
01/31/15

	Annual Budget	YTD Actual	Percentage	YTD Comments:
Property Taxes	\$ 551,908	\$ 45,992	8.3%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 26,205	6.3%	
Operating Expenses	\$ 138,432	\$ 39,435	28.5%	(1)

Comments:

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$29,750 paid to Schenck for audit fees.

Board of Supervisors - January 31, 2015



16b



Budget by Account Classification Report

Through 01/31/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property Taxes	551,908.00	.00	551,908.00	45,992.33	.00	45,992.33	505,915.67	8	552,067.00
Public Charges	100.00	.00	100.00	.00	.00	.00	100.00	0	134.52
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	422.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$45,992.33	\$0.00	\$45,992.33	\$506,015.67	8%	\$555,368.42
EXPENSE									
Personnel Costs	413,576.00	.00	413,576.00	26,204.56	.00	26,204.56	387,371.44	6	417,038.14
Operating Expenses	138,432.00	.00	138,432.00	39,434.61	.00	39,434.61	98,997.39	28	133,015.52
EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$65,639.17	\$0.00	\$65,639.17	\$486,368.83	12%	\$550,053.66
Fund 100 - GF Totals									
REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	45,992.33	506,015.67	8	555,368.42
EXPENSE TOTALS	552,008.00	.00	552,008.00	65,639.17	.00	65,639.17	486,368.83	12	550,053.66
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$19,646.84)	\$0.00	(\$19,646.84)	\$19,646.84		\$5,314.76
Grand Totals									
REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	45,992.33	506,015.67	8	555,368.42
EXPENSE TOTALS	552,008.00	.00	552,008.00	65,639.17	.00	65,639.17	486,368.83	12	550,053.66
Grand Totals	\$0.00	\$0.00	\$0.00	(\$19,646.84)	\$0.00	(\$19,646.84)	\$19,646.84		\$5,314.76

16b

Brown County Board of Supervisors

Internal Audit

Budget Status Report (Unaudited)

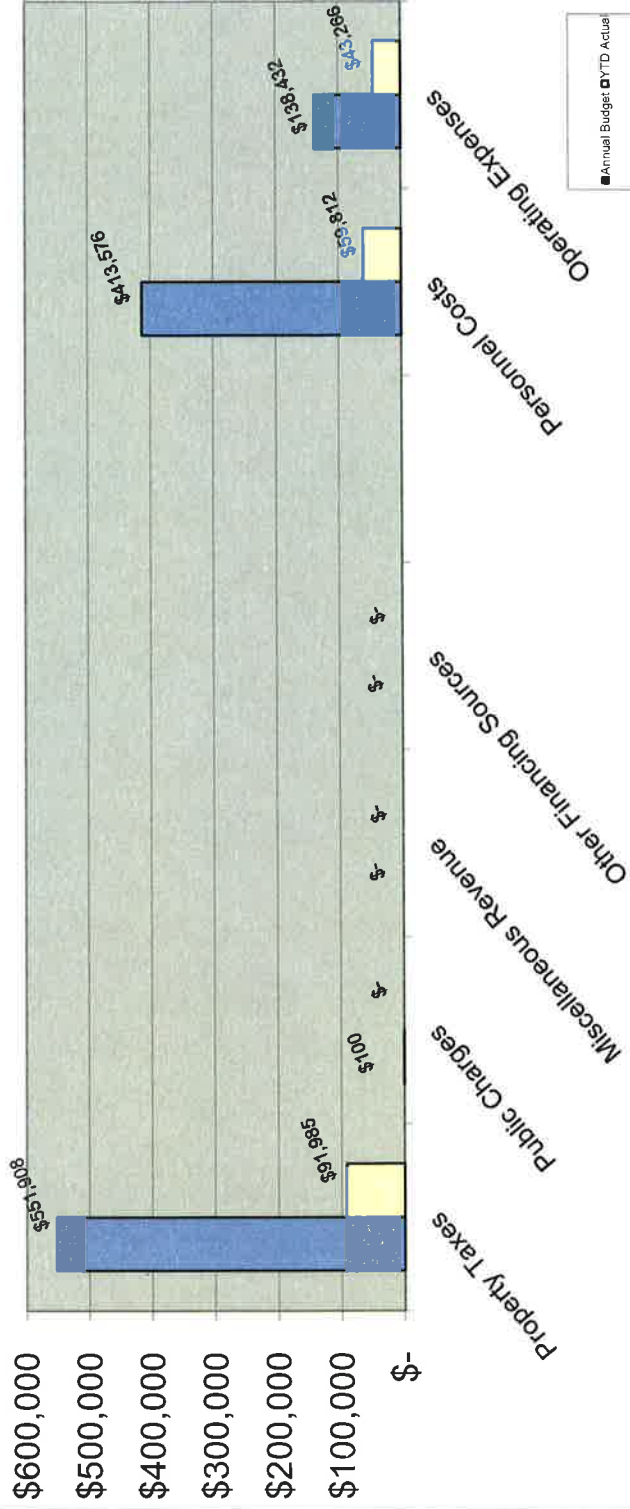
02/28/15

	Annual Budget	YTD Actual	Percentage	YTD Comments:
Property Taxes	\$ 551,908	\$ 91,985	16.7%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 59,812	14.5%	
Operating Expenses	\$ 138,432	\$ 43,266	31.3%	(1)

Comments:

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$29,750 paid to Schenck for audit fees.

Board of Supervisors - February 28, 2015



16C



Budget by Account Classification Report

Through 02/28/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	551,908.00	.00	551,908.00	45,992.33	.00	91,984.66	459,923.34	17	552,067.00
Public Charges	100.00	.00	100.00	.00	.00	.00	100.00	0	134.52
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	422.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$45,992.33	\$0.00	\$91,984.66	\$460,023.34	17%	\$555,368.42
EXPENSE									
Personnel Costs	413,576.00	.00	413,576.00	33,607.79	.00	59,812.35	353,763.65	14	417,038.14
Operating Expenses	138,432.00	.00	138,432.00	3,831.53	.00	43,266.14	95,165.86	31	133,015.52
EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$37,439.32	\$0.00	\$103,078.49	\$448,929.51	19%	\$550,053.66
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$8,553.01	\$0.00	(\$11,093.83)	\$11,093.83		\$5,314.76
Grand Totals									
REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	91,984.66	460,023.34	17	555,368.42
EXPENSE TOTALS	552,008.00	.00	552,008.00	37,439.32	.00	103,078.49	448,929.51	19	550,053.66
Grand Totals	\$0.00	\$0.00	\$0.00	\$8,553.01	\$0.00	(\$11,093.83)	\$11,093.83		\$5,314.76

16C

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: March 31, 2015

To: Executive Committee

From: Dan Process, Internal Auditor

DP

Re: Quarterly Status Update (January 1 – March 31, 2015)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects

- a. Completed: Brown County Golf Course Audit (i.e., Compliance with Contractual Requirements)
- b. In-progress: Employee Health Insurance Fund Analysis
- c. In-progress: Customer Service Survey
- d. In-progress: Collection and distribution of 4th quarter Departmental Budget Status Reports/Financial Results

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Standard Quarterly Duties

- a. Audit Follow-Up
 - i. Internal (Attachment)
 1. Museum
 - a. Issue Closed – One (1)
 2. Highway Department
 - a. Issue Extended – One (1)
 3. Library
 - a. Issues Closed – Two (2)

4. Other Miscellaneous Activities

- a. Inquiries/Questions/Requests from Board Supervisor's/Department Head's
- b. Open Records Requests (3)
- c. Anonymous Tip Line (2)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

16ed

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal)
As of March 31, 2015

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Monetary Receipts, Disbursements and Deposits Audit - Neville Public Museum	Deposit slips were not independently reviewed for alterations or compared to receipts for validity.	Management should ensure that deposit slips are independently reviewed for alterations and that deposit slips are compared to system reports (receipts) for validity. This review should be done on a periodic basis and documented to support compliance with this requirement.	Museum	Procedures will be developed and implemented to ensure that deposit slips are periodically reviewed independently and that deposit slips are compared to system reports for validity. Documentation will also be retained to support this process.	06-03-14: Due to limited resources (staff) procedures have not been developed. Revised targeted completion date: 03/30/15 03-30-15 Update: A form has been developed to allow the Museum Director to review deposit slips for validity and/or alterations. Monthly reviews have begun and will be retained to support this process. Issue considered closed.	Closed
Purchasing Function Audit - Highway Department	The Highway Department lacks a formal Purchasing Policy. In addition, written purchasing procedures were not in place.	Highway management should develop and implement a Purchasing Policy that reflects and supports the purchasing activities within the department. This policy should also ensure that adherence to state statutes, Brown County's Code of Ordinances and management's intentions is maintained. Policy approval should also be obtained from the appropriate committee (County Board and/or Subcommittee) and the Highway Commissioner. Highway management should also strengthen existing controls by enhancing the written procedures currently in place. If appropriate, such procedures should be incorporated into the written Purchasing Policy.	Highway Department	We agree; the Department follows State Statutes and the County's ordinances in regards to purchasing. The Department's formal purchasing procedure is to continue following Chapter 83 of State Statutes. We agree that procedures could be more formally documented and as priorities and resources permit, the Department will make an effort to formalize procedures.	The Highway Division (HD) will formalize its purchasing procedures to address internal controls, LEAN efficiencies and compliance with State Statutes. This will cover use of purchase orders, contract authorizations, vendor qualifications and "public work" purchases. The HD will outline current procedures, document those procedures, and identify weaknesses. Each procedure will be formalized and maintained in a manual including a procedure to add or modify the manual. All procedures will assure state compliance. The County's Purchasing Policy will be utilized as a starting point in the development of a Highway Purchasing Policy. This review will take place during the first quarter of 2015 with finalization anticipated by 09/30/15. To determine progress, Internal Audit will follow-up and report on any advancement of this policy as of 03/31/15. 03-31-15 Update: Progress surrounding the Highway Department's purchasing procedures have been delayed due to the absence of the Public Works Director. Revised targeted implementation date: 06-30-15	06/30/15
Monetary Receipts, Disbursements and Deposits Audit - Library	Technical issues continue to hinder efforts by staff to conduct monthly collection activities efficiently.	Management should continue to work with the vendor to resolve the technical issues encountered. If these issues continue to plague the department's ability to conduct monthly collection activities efficiently, management should determine the actions available under the current contract for non-compliance and pursue these options.	Library	Management agrees with recommendation and will continue to work with the vendor to resolve the technical issues encountered during the collection activities. Library staff has written procedures which will be modified and finalized once issues have been resolved. Targeted implementation date: March 31, 2015	A system update was installed in January 2015 on one of the self-check machines. Collection activities conducted thus far have indicated improvements and an increase in operating efficiencies. Based on results achieved, issue considered closed.	Closed

11ed.

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal)
As of March 31, 2015**

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Monetary Receipts, Disbursements and Deposits Audit - Library	The opening of incoming mail is performed by one individual. In addition, a listing or log is not maintained to reflect funds received.	Management should ensure that dual control over mail opening activities is maintained at all times. If implementation of this control is not feasible, management should, at a minimum, ensure that such operations are visible to other employees. Management should also develop and implement a form to record money received, including: date received, name of payee, check number/item received, amount, and the initial(s) of the employee(s) logging the check/item received.	Library	<p>The current procedure is for one staff member to sort the mail into individual employee mailboxes, where each staff member opens their own mail. The invoice database was reviewed to determine how many invoices were generated for a four month time period covering the months of May – August. There was an average of 8.5 per month. Deposits were reviewed for the same time period for an average number of checks received through the mail, not including expected rental and grant checks. This average was 8.5. Management has ordered additional cameras for security purposes, and those have been waiting for BC Technology Services to install for over a year. There has been no discrepancy between expected receipts and actual receipts of funds. Library management offered to keep a log of money received in the mail for a certain length of time to determine if there were sufficient 'unexpected' funds being received to warrant the additional staff time and effort. Targeted implementation date: October 6, 2014 – December 31, 2014 for trial log of funds received.</p>	<p>A log was created and implemented to record monetary receipts received through the mail. Since October 6, 2014, two individuals have been responsible for recording monetary receipts on this log. However, based on data gathered the Library does not feel that the amount of time and effort spent on this process by two individuals is practical and is seeking a Variance Request. The granting of a Variance Request is based on the following mitigating controls deemed to be in place. Monetary receipts will continue to be logged by the Mailroom Clerk. The mailroom is adjacent to other employees, which permits mail opening procedures to be viewed by others. Movement (traffic) within the mailroom is heightened as a result of office supplies being located within this area. Most monetary items received through the mail are in the form of a check. Camera installation is pending and will increase the controls over mail opening procedures. In addition, the Director of Administration and the Internal Auditor will explore the possibility of testing monetary items (cash) processed through the mail for propriety. Based on these controls a Variance Request has been granted. Issued considered closed.</p>	Closed

166d

April 15, 2015

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$7,575,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS OF BROWN
COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$5,320,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$5,320,000 for the purpose of paying the costs of highway improvements and bridge repairs, including but not limited to CTH EB (CTH EB & Preservation Way); CTH R (CTH KB to US 141/29); CTH EB (CTH G to CTH AAA); CTH P (2,000' South CTH N to STH 54); CTH J (CTH U to CTH F); CTH EA (Willow Rd. to STH 29); CTH ZZ (Clay Street to Tetzlaff Rd.); CTH ZZ (Bridge over East River); CTH M (Bridge over Suamico River); and CTH U (Roundabout at CTH U & CTH DD); and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$2,255,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$2,255,000 for the purpose of paying the costs of communications upgrades consisting of integrated computer aided dispatch and 9-1-1 phone system and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such information systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Preliminary Official Statements or other forms of offering circulars.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amount of \$7,575,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: April 15, 2015

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE
PLANNING, DEVELOPMENT & TRANSPORTATION
COMMITTEE
PUBLIC SAFETY COMMITTEE

Fiscal Note: This resolution does not require an appropriation from the general fund. \$118,675 was included in the 2015 Debt Service budget for the interest payment on these bonds.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed:

BOND DEBT SERVICE

Brown County, WI (2015 CIP/Budget Estimate)
G.O. Bonds, Series 2015
DRAFT

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2015			118,675	118,675
11/01/2016	405,000	4.000%	303,000	708,000
11/01/2017	420,000	4.000%	286,800	706,800
11/01/2018	440,000	4.000%	270,000	710,000
11/01/2019	455,000	4.000%	252,400	707,400
11/01/2020	475,000	4.000%	234,200	709,200
11/01/2021	495,000	4.000%	215,200	710,200
11/01/2022	515,000	4.000%	195,400	710,400
11/01/2023	535,000	4.000%	174,800	709,800
11/01/2024	555,000	4.000%	153,400	708,400
11/01/2025	275,000	4.000%	131,200	406,200
11/01/2026	285,000	4.000%	120,200	405,200
11/01/2027	295,000	4.000%	108,800	403,800
11/01/2028	305,000	4.000%	97,000	402,000
11/01/2029	320,000	4.000%	84,800	404,800
11/01/2030	330,000	4.000%	72,000	402,000
11/01/2031	345,000	4.000%	58,800	403,800
11/01/2032	360,000	4.000%	45,000	405,000
11/01/2033	375,000	4.000%	30,600	405,600
11/01/2034	390,000	4.000%	15,600	405,600
	7,575,000		2,967,875	10,542,875

DEPARTMENT OF ADMINISTRATION



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 17, 2015
REQUEST TO: Executive Committee
MEETING DATE: April 6, 2014
REQUEST FROM: Chad Weininger
Director of Administration

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Initial Resolution Authorizing the Issuance of Bonds

ISSUE/BACKGROUND INFORMATION:

Attached is the 2015 bond resolution that requires the approval of the Committee and Board of Supervisors. The resolution includes all bonded capital projects approved by the County Board at its November 6, 2014 budget meeting. Please refer to pages 272 to 280 of the 2015 Adopted Budget Book for detailed descriptions of the 2015 bonded projects.

The Planning, Development and Transportation projects are as follows:

CTH EB (CTH EB& Preservation Way) - Roundabout	544,064
CTH R (CTH KB to US 141/29) - Recondition	2,942,529
CTH EB (CTH G to CTH AAA) - Recondition	510,124
CTH P (2,000' South CTH N to STH 54) - Recondition	886,786
CTH J (CTH U to CTH F) – Safety Improvements	12,024
Preliminary Costs:	
CTH EA (Willow Rd to STH 29) – Reconstruction	123,782
CTH ZZ (Clay Street to Tetzlaff Rd) – Reconstruction	152,541
CTH ZZ (Bridge over East River) – Bridge Replacement	12,850
CTH M (Bridge over Suamico River) – Bridge Replacement	13,267
CTH U (Round-about at CTH U & CTH DD)	<u>122,033</u>
Subtotal Highway	5,320,000

The Public Safety project is as follows:

Integrated Computer Aided Dispatch and 9-1-1 Phone System	<u>2,255,000</u>
Total Bonded Projects	7,575,000

Included in the resolution is \$130,115 for the estimated cost of issuance of the bonds. The attached resolution includes language that will allow unspent Highway funds to be applied against other Board approved highway projects.

If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. PD&T, Administration, Public Safety Com approve the project resolution (Mar 23rd, Mar 26th, and April 1st)
2. Executive Committee approves project resolutions from committee (April 6, 2015)
3. Board of Supervisors approves project resolution from Executive Committee (April 15, 2015)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (May 20, 2015)
6. Bid results are presented to Executive Committee. (May 20, 2015)
7. Debt is approved by the Board of Supervisors. (May 20, 2015)

ACTION REQUESTED:

The financing process requires two separate approvals. The first approval is for authorization of debt for the projects and the second is the approval of the debt issue. Please approve the attached resolution to authorize debt for the projects.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Please see attached amortization schedule
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Debt Service Fund
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
BROWN COUNTY CLASSIFICATION SALARY RANGE

WHEREAS, Sections 4.45 through 4.48 of the Brown County Code provide for a classification and compensation plan for Brown County employees; and

WHEREAS, the current classification and compensation plan was implemented in 2001. In 2002, the step increases in the plan were frozen; and

WHEREAS, since the implementation of the plan, there have been differences in annual adjustments between represented positions and non-represented positions, creating compensation inequities and compression issues; and

WHEREAS, Human Resources completed a comparison of all county positions with market and/or other comparable county positions ensuring internal and external equity; and

WHEREAS, Human Resources has reviewed the job duties of all positions and placed them into specific classification specifications; and

WHEREAS, as an initial step to pay market rate, Human Resources recommends adopting the attached Brown County Classification Salary Range.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the attached Brown County Classification Salary Range be approved effective May 1, 2015.

BE IT FURTHER RESOLVED that the current department budget will not be affected by the adoption of this resolution.

Respectfully submitted,

EXECUTIVE COMMITTEE

FISCAL NOTE: This resolution does not require an appropriation from the General Fund. This resolution changes the County's wage compensation plan from steps to a salary range.

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
1	OPEN	\$90,125	\$112,656	\$135,187	\$43.33	\$54.16	\$64.99
2	Corporation Counsel Director of Administration Director of Human Services	\$83,816	\$104,770	\$125,724	\$40.30	\$50.37	\$60.44
3	Airport Director Chief Information Officer Director of Port and Resource Recovery Director of Public Works	\$77,949	\$97,436	\$116,923	\$37.48	\$46.84	\$56.21
4	Advanced Practice Nurse Prescriber Director of NEW Zoo and Parks Human Resources Manager Human Services Administrator	\$72,492	\$90,616	\$108,739	\$34.85	\$43.57	\$52.28
5	Court Commissioner Deputy Assistant Corporation Counsel Director of Nursing (Hospital) Director of Public Safety Communications Engineering Services Manager Finance Manager Planning Director Psychologist	\$67,418	\$84,272	\$101,127	\$32.41	\$40.52	\$48.62
6	Director of Public Health Director, Child Support Program Highway Operations Manager	\$62,699	\$78,373	\$94,048	\$30.14	\$37.68	\$45.22
7	Assistant Corporation Counsel Change Management Facilitator Chief Medical Examiner Financial Supervisor Network Architect Nursing Supervisor Public Health Supervisor Senior Civil Engineer	\$58,310	\$72,887	\$87,465	\$28.03	\$35.04	\$42.05
8	Applications Supervisor Assistant Director of Public Safety Communications Building Services Superintendent Clinical Therapist County Conservationist Emergency Management Coordinator Environmental Health & Lab Supervisor Fleet Superintendent Golf Course Superintendent Human Services Manager Museum Director Operations Manager	\$54,228	\$67,785	\$81,342	\$26.07	\$32.59	\$39.11
9	Animals Curator Civil Engineer Economic Services Support Coordinator Environmental Health Sanitarian Highway Operations Superintendent Human Services Supervisor Project Manager Public Health Nurse Register in Probate Registered Nurse Risk Specialist Senior Financial Analyst Senior Planner Veteran's Services Officer	\$50,432	\$63,040	\$75,648	\$24.25	\$30.31	\$36.37

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BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
10	Benefits & Payroll Coordinator	\$46,902	\$58,627	\$70,353	\$22.55	\$28.19	\$33.82
	Business Development Analyst						
	Community Health Educator						
	Electrician (Master)						
	Financial Analyst						
	Internal Auditor						
	Operations and Maintenance Supervisor						
Purchasing Specialist							
11	Building Services Supervisor	\$43,619	\$54,523	\$65,428	\$20.97	\$26.21	\$31.46
	Child Support Supervisor						
	Clinical Lab Services Supervisor						
	Corrections Corporal						
	Economic Support Supervisor						
	Health Information Services Coordinator						
	Senior Human Resource Generalist						
	Nutritional Services Coordinator						
	Operations Supervisor						
	Planner						
Property Lister							
Shelter Care Supervisor							
12	Chief Deputy Clerk	\$40,565	\$50,707	\$60,848	\$19.50	\$24.38	\$29.25
	Conservation Specialist						
	Education Specialist						
	Electrician (Journey)						
	Engineering Technician						
	GIS Specialist						
	Land Use Specialist						
	Maintenance Service Mechanic II						
	Medical Technologist						
	Museum Specialist						
	Programmer						
	Radio Communications Specialist						
	Recreation Therapist						
	Resource Recovery Specialist						
	Social Worker						
	Substance Abuse Counselor						
Systems Specialist							
Victim/Witness Coordinator							
13	Airport Operations Officer	\$37,726	\$47,157	\$56,589	\$18.14	\$22.67	\$27.21
	Correctional Officer						
	Court Reporter						
	Data Telecommunications Specialist						
	GIS & Database Analyst						
	Human Resources Generalist						
	Law Clerk						
	Maintenance Service Mechanic I						
	Mechanic						
	Media Technician						
	Network Support Specialist						
	Paralegal						
	Park Services Specialist						
	Property Listing Specialist						
Telecommunications Operator II							
Zookeeper							
14	Administrative Assistant II	\$35,085	\$43,856	\$52,628	\$16.87	\$21.08	\$25.30
	Certified Occupational Therapist Assistant						
	Department Assistant						
	Emergency Management Specialist						
	Food Service Supervisor						
	Guest Services Coordinator						
	Heavy Equipment Operator						
	Lab Technician						
	Legal Assistant						

BROWN COUNTY CLASSIFICATION SALARY RANGE
2015 SALARY RANGES

NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
	Licensed Practical Nurse						
	Network Support Clerk						
	Payroll Specialist						
	Registered Health Information Tech (RHIT)						
	Telecommunications Operator I						
15	Child Support Specialist Operations Assistant Victim/Witness Program Assistant	\$32,629	\$40,786	\$48,944	\$15.69	\$19.61	\$23.53
16	Account Clerk Deputy Medical Examiner Economic Support Specialist Fraud Investigator Aide Maintenance Services Associate	\$30,345	\$37,931	\$45,518	\$14.59	\$18.24	\$21.88
17	Administrative Assistant I Human Services Support Specialist Youth Care Worker	\$28,221	\$35,276	\$42,331	\$13.57	\$16.96	\$20.35
18	Open	\$26,245	\$32,807	\$39,368	\$12.62	\$15.77	\$18.93
19	Certified Nursing Assistant Cook	\$24,408	\$30,510	\$36,612	\$11.73	\$14.67	\$17.60
20	Administrative Clerk Assistant Zookeeper Building Services Associate	\$22,700	\$28,375	\$34,050	\$10.91	\$13.64	\$16.37
21	OPEN	\$21,111	\$26,388	\$31,666	\$10.15	\$12.69	\$15.22
22	Bailiff Food Service Associate	\$19,633	\$24,541	\$29,449	\$9.44	\$11.80	\$14.16
23	Husbandry Assistant	\$18,259	\$22,823	\$27,388	\$8.78	\$10.97	\$13.17
24	Guest Services Associate	\$16,981	\$21,226	\$25,471	\$8.16	\$10.20	\$12.25

Minimum and maximum values are calculated +/- 20% around midpoint
Progression between midpoints 7% .

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/31/15
REQUEST TO: Executive Committee
MEETING DATE: 04/06/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Brown County Classification Salary Range

ISSUE/BACKGROUND INFORMATION:

An extensive study took place comparing all county positions with market and/or other comparable county positions ensuring internal and external equity. As a result of this study, all positions were placed into specific classification specifications and the Brown County Classification Salary Range was determined.

ACTION REQUESTED:

Approval of the Brown County Classification Salary Range as an initial step to pay market rate.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account?
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE LAND AND WATER CONSERVATION DEPARTMENT
(AGRONOMIST TECHNICIAN)

WHEREAS, a partnering organization, Fox Wolf Watershed Alliance, submitted a grant application on behalf of Outagamie, Calumet and Brown counties to implement a sediment and phosphorus reduction program with agricultural producers in the Plum/Kankapot watersheds.

Brown County's portion of this project area lies in and around the Wrightstown area; and

WHEREAS, Great Lakes Restoration Initiative dollars were applied for through the EPA for the *Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed* project; and

WHEREAS, the grant was approved by the EPA with a project start in 2015; and

WHEREAS, the project includes adding a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization for a five year period starting in 2015 to complete the work required in the grant; and

WHEREAS, when the grant funding ends, the position will end and be eliminated from the Land and Water Conservation table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization; and

BE IT FURTHER RESOLVED, when the grant funding ends, or is not fully funded, the position will end and be eliminated from the Land and Water Conservation table of organization.

Budget Impact:

Land and Water Conservation Table of Organization
(Add 1.00 FTE Agronomist Technician)

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Agronomist Technician	1.00	Addition	\$49,774	\$23,680	\$73,454
Annual Budget Impact			\$49,774	\$23,680	\$73,454

Partial Year Budget Impact (4/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Agronomist Technician	1.00	Addition	\$37,331	\$17,760	\$55,091
Partial Year Budget Impact			\$37,331	\$17,760	\$55,091

Fiscal Note: This resolution does not require an appropriation from the General Fund. An Environmental Protection Agency grant will fund the increased cost.

Respectfully submitted,

LAND CONSERVATION
SUB-COMMITTEE

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed
Great Lakes Restoration Initiative
2014 Request for Applications

a. SUMMARY INFORMATION PAGE:

- i. **Funding Opportunity Number** - EPAR5-GL2014-2.
Category - Sediment Reduction Projects in Priority Watersheds.
- ii. **Project Title:** Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed
- iii. **Applicant Information:**
Name: Fox-Wolf Watershed Alliance
Address: 1000 N. Ballard Road, Appleton, WI 54911
Contact Person: Jessica Schultz, Project Manager
Phone: (920)858-4246
Email: jessica@fwwa.org

Address used for Grants.gov submission is 1445 McMahon Drive, Neenah, WI 54956
Our organization recently moved.
- iv. **Type of Organization:**

Not for Profit/Non-profit
- v. **Proposed Funding Request:**

\$4,196,221
- vi. **Project Duration:**

Anticipated Start Date: November 1, 2014
Anticipated End Date: October 31, 2019
- vii. **Brief Project Description:**

This project will reduce agricultural sediment and nutrient loading to the Lower Fox River and Green Bay by installing conservation practices in key sections of the Plum and Kankapot Creeks, two of the highest loading sediment per cropland acre sub-watersheds in the Lower Fox River. The project will test innovative practices and monitor the effects of those practices to guide implementation throughout the region. This project will also advance Water Quality Trading in the Lower Fox River Watershed in order to ensure the permanency of the practices installed and create a funding mechanism for future projects in the watershed.
- viii. **Project Location:**

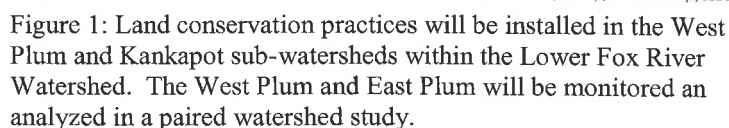
HUC code 04030204
Latitude 44.270028 and Longitude -88.171129
Wisconsin, Congressional District # 8, Outagamie County, Appleton, 54914

1. Project Summary and Approach

Green Bay, while representing only ~7% of the surface area and ~1.4% of the volume of Lake Michigan, contains one-third of the watershed of the lake, and receives approximately one-third of the total sediment and nutrient loading to the Lake Michigan basin, predominately from the Fox River at the southern end of the bay. Based on the Great Lakes Watershed Management System¹, Plum Creek (0.376 t/ac/yr) and Kankapot Creek (0.283 t/ac/yr) rank the highest with respect to sediment loading of all HUC 12 watersheds in the Lower Fox River sub-basin.

This project will reduce the amount of sediment and phosphorus leaving the Plum and Kankapot Creek sub-watersheds and prevent the pollutants from entering the Lower Fox River. The project will be successful by installing best management practices that extend beyond the typical NRCS practices and incorporating innovative practices and new technologies that will allow local producers to apply seed and incorporate manure in untraditional ways, increasing the ability to plant and maintain cover crops.

¹ Great Lakes Watershed Management System - <http://35.8.121.111/glwms/map.aspx#>



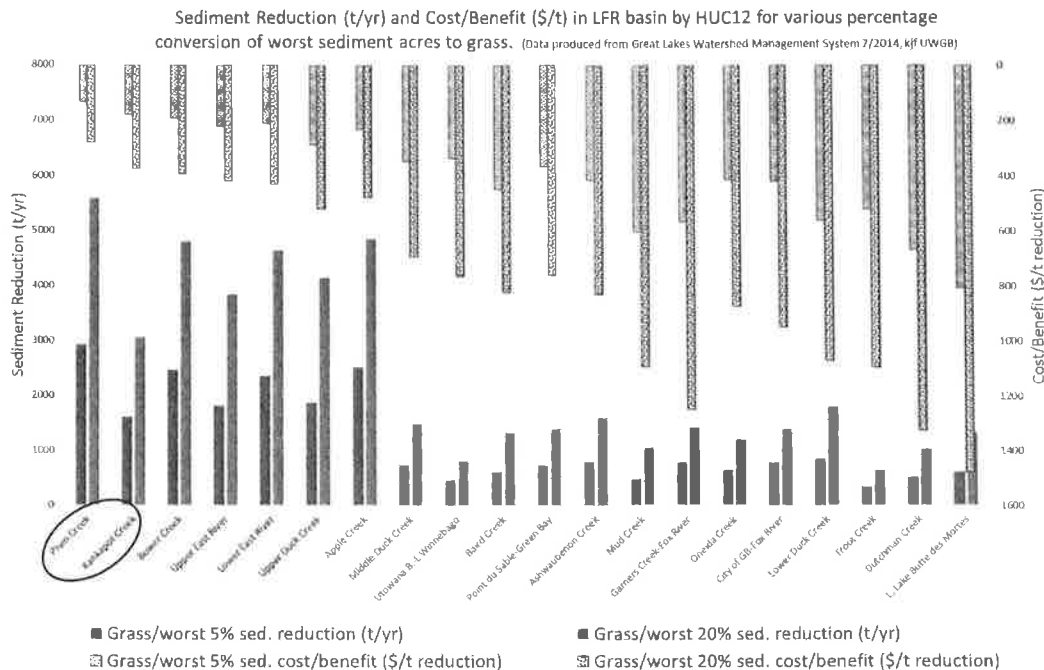


Figure 2: Modeling analysis conducted by UW Green Bay shows the greatest potential for sediment reduction at the least cost in the Plum Creek

Monitoring data for a 3 year period from 2011-2013 show that 85% of the TSS load from the Plum/Kankapot watersheds came from, on average 4 events/yr (~7 d/yr) during that timeframe. The highest delivery associated with spring runoff each year and secondary event in June/July each year before canopy is obtained by crops to hold soil in place. The practices installed through this project will establish nearly year round vegetative soil cover and/or alternative soil amendments, thereby significantly reducing soil loss and phosphorus runoff during major storm events and during the critical time periods when fields are typically left uncovered. In locations where vegetative cover and soil amendments are not enough to prevent soil loss, alternative practices are proposed, like Water and Sediment Control Basin with modified outlet treatments and extending existing technology to inform landowners of weather related risks.

Project relevance to the Great Lakes Restoration Initiative (GLRI) Action Plan: The Great Lakes face a number of tough challenges. One of the most significant of these challenges, identified in the GLRI Action Plan, is nonpoint source pollution. The results of implementing this project will contribute considerably to all of the long-term goals of the Nearshore Health and Nonpoint Source Pollution focus area. The goal that sums this project up the best is “Goal 5: A significant reduction in soil erosion and the loading of sediments, nutrients and pollutants into tributaries is achieved through greater implementation of practices that conserve soil and slow overland flow.” http://greatlakesrestoration.us/action/wp-content/uploads/glri_actionplan.pdf

Project relevance to Goal #4.3.3 (EPA Strategic Plan- Improve the Health of Great Lakes Ecosystems): The health of Lake Michigan depends on the stewardship of its individual watershed ecosystems. The Plum & Kankapot Creek watersheds in Outagamie County are part of the Lower Fox River Basin, which drains into the Bay of Green which has been identified as an Area of Concern (AOC). Implementation activities related to education, remediation, restoration, and pollution prevention are essential in this watershed. Buffer strip installation and wetland protection along rural agricultural surface waters would not only reduce loading to the AOC but would also help protect the health of sensitive ecosystems. <http://www.epa.gov/planandbudget/strategicplan.html>

b. Quality system documentation

This project will include the setup of automated monitoring equipment, collection and analysis of environmental data including collecting water samples via automated sampling equipment and grab samples, and analysis of those samples at a certified lab. The USGS Wisconsin Water Science Center has an existing surface water quality assurance plan (Garn, 2007). All proposed cooperative monitoring activities with the USGS will follow the Garn, 2007 plan. We will develop appropriate quality system documentation for field runoff monitoring work conducted by UWGB and Outagamie County which will include submitting a Quality Assurance Project Plan (QAPP) within 90 days of the start of this project. The University of Wisconsin – Green Bay has developed or assisted in the development of QAPP's for EPA funding projects including: 1) Upper Fox-Wolf Basins TMDL and Implementation Plan Project, QAPP prepared by The Cadmus Group, Inc. USEPA Contract Number GS-10F-0105J (2013); 2) Integrated Watershed Approach Demonstration Project for the Green Bay AOC/Lower Fox River Watershed, Phases 1 and 2, and Phase 3, The Lower Fox River and Green Bay TMDL, QAPP prepared by The Cadmus Group, Inc.; USEPA Contract Number 68-C-02-109; and 3) Analysis of phosphorus and TSS in Duck Creek, EPA Grant Funding Source: WDNR Grant Sub-award Grant #:00E00712-10-2011.

c. Environmental and Regulatory compliance

We do not anticipate the need for any permits or approvals for the project other than WDNR Chapter 30 permits as needed for certain streambank protection practices. We do not anticipate the need to: a) meet any requirements under the Clean Water Act and/or b) conduct any procedures under section 106 of the National Historic Preservation Act (NHPA) and/or section 7(a)(2) of the Endangered Species Act (ESA).

d. Implementing Watershed-based plans consistent with EPA's Nine Elements Plan

Representatives from Outagamie County Land Conservation Department (LCD), Brown County LCD, Calumet County LCD, Winnebago County LCD, the Oneida Tribe of Wisconsin, the Natural Resource Conservation Service, Wisconsin's Department of Agriculture, Trade and Consumer Protection, WDNR and Fox-Wolf Watershed Alliance (FWWA) have been working to develop a strategic watershed implementation plan for over eighteen months. As a watershed partnership this team has agreed to continue to offer services throughout the watershed to land owners and producers as they have always done to improve water quality but also work together to strategically implement the needed practices on the landscape to meet TMDL requirements. They will work as a unit, sub-watershed by sub-watershed to assess and then implement needed land conservation, targeting the highest loading sub-watersheds first.

In 2014, implementation of that agreement began. Outagamie County, working on behalf of the above mentioned partners, conducted a thorough assessment of the Plum and Kankapot sub-watersheds (the highest phosphorus and sediment loading per acre of agricultural land watersheds to the Lower Fox River) to determine what land conservation practices were needed. A Nine Key Element Plan is currently being written for the Plum and Kankapot sub-watersheds. This plan will be submitted to the EPA by November of 2014.

e. Project Tasks, Roles, Outputs and Outcomes

Task 1: Land Conservation – Sediment reduction

This project will reduce the amount of sediment and phosphorus entering the Lower Fox River by installing the identified, needed conservation practices that extend beyond traditional NRCS funded practices in the West Plum Creek and the Kankapot Creek sub-watersheds. These practices include stream buffering up to 50', streambank protection, concentrated flow area seeding, cover crops and ½ to 1 acre treatment wetlands around drain tile outlets. These practices will be designed and implemented by Outagamie County, Brown County and Nature Conservancy staff to protect the waters from soil loss during major storm events and during the critical time periods when fields are

typically left uncovered. These practices are anticipated to result in 6,498 tons of sediment reduction annually by the end of the project period (see table 1).

Practice	Anticipated Reduction per project year									
	Year 1		Year 2		Year 3		Year 4		Year 5	
	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr	TSS tns/yr	TP lbs/yr
Buffer Strips	22	109	67	328	156	764	200	983	223	1,092
Streambank Protection	303	158	908	475	2,118	1,108	2,723	1,425	3,025	1,583
Concentrated Flow Treatment	162	138	487	414	1,136	965	1,461	1,241	1,623	1,379
Cover Crop	78	277	235	830	549	1,937	706	2,490	784	2,767
Manure Injector	75	111	226	332	528	776	679	997	754	1,108
Treatment Wetlands	0	0	0	0	44	132	89	264	89	264
Total Anticipated Reduction	641	793	1,923	2,379	4,531	5,682	5,857	7,400	6,498	8,193

Table 1. Cumulative reductions of anticipated TSS and TP reductions by year per practice for the project period.

Outagamie County will also work with staff and a consultant to develop a mobile GIS app that will give producers the ability to access information the county has about their land as well as weather data. This app can be used as a tool to guide manure application and cropping practices. The app will use the WI Manure Management Advisory System developed by the Department of Agriculture, Trade and Consumer Protection (<http://www.manureadvisorysystem.wi.gov/app/runoffrisk>). This tool may also have potential to be used as a self-reporting tool for producers entering into water quality trading contracts.

Task 2: Water Quality Trading

This project will advance Water Quality Trading by developing the infrastructure within the Fox-Wolf Watershed Alliance to facilitate trading in the watershed and build off the recommendations that will come from the Fox P-Trade project currently being led by the Great Lakes Commission. FWWA will provide outreach to point sources, work with County Land and Water Departments to determine credits generated from practices installed through this project and other funding and broker trades in the watershed. FWWA will work with the Great Lakes Commissions (GLC) and Wisconsin DNR to determine trade ratios for innovative practices. Development of a successful trading program is anticipated to result in bringing additional long term funding for land conservation to the watershed and will also lead to ensuring permanency of land conservation practices thus improving water quality.

Task 3: Monitoring

Staff from the UW – Green Bay (UWGB) Department of Natural and Applied Sciences in cooperation with the US Geological Survey Wisconsin Water Science Center, will conduct water quality monitoring activities and related data analyses associated with targeted sediment reduction strategies in Plum and Kankapot Creek sub-watersheds. The focus of this work includes:

- 1) Cooperative operation of two existing automated stream monitoring stations on Plum Creek
- 2) Cooperative operation of two inlet-outlet water quality monitoring systems on planned agricultural sediment treatment wetlands
- 3) Develop quality system documentation pursuant to RFA Section VI.C
- 4) Procurement, installation and cooperative operation of two targeted runoff monitoring stations
- 5) Water quality data analysis associated with evaluating the effectiveness of treatment areas

6) The monitoring efforts will be used to support outreach activities related to the potential effects of treatment wetlands and watershed-wide practices on reducing soil erosion and phosphorus runoff at various scales

7) Monitoring methods, results and conclusions will be documented in a final report and shared via presentations at local, state and regional events.

A comprehensive monitoring program will provide the data needed to continue to move agriculture TMDL implementation forward in the watershed.

Task 4: Outreach

Outreach will also be a large component of our project. The Fox-Wolf Watershed Alliance will provide outreach to local stakeholders in the Lower Fox River Watershed as well as the entire Fox-Wolf Basin through our Annual Watershed Conference and through participation in TMDL implementation meetings. The Great Lakes Commission will facilitate outreach throughout the Great Lakes Region by tracking the project throughout its entirety, convening regional stakeholders, particularly the winning grantees and key partners within the Lower Fox, Saginaw and Maumee at the beginning and the end of the project to allow for networking, and sharing of challenges, successes and lessons learned. GLC will also host a regional webinar midway through the project.

Permanency of projects:

Outagamie and Brown County staff will record all installed practices in a GIS database and be responsible for annual monitoring to ensure each practice remains in place and functions as intended for the life of the practice.

For any structural practices, funded through this or other mechanisms the original cost-share agreement will be recorded with the deed of the parcel on which the practice is installed. This assures that operation and maintenance requirements stay with the project regardless of ownership for the life of the practice.

For non-structural practices such as conservation tillage, cover cropping, or concentrated flow area treatment, a more robust inspection schedule will be required to assure that practices are installed as contracted annually. This is where water quality trading will also play a major role within the project area. As Point Sources sign contracts with landowners to purchase credits for reductions being achieved through the project, more prolonged “permanency” will be achieved via trading contracts between point and non-point sources.

2. Results: Outputs and Outcomes:

Project Tasks	Outputs	Outcomes
Task 1 Land Conservation Implemented by: Outagamie County Brown County The Nature Conservancy	<ul style="list-style-type: none"> • 35' Stream Buffering on 216 acres and 50' Stream Buffering on 60 acres reducing 222.5 tons of sediment and 1092 lbs of phosphorus annually • Streambank Protection (riprap) on 55,012 feet reducing 3025 tons of sediment and 1583.9 lbs of phosphorus annually • Concentrated Flow Area Treatment on 506,318 feet 	<ul style="list-style-type: none"> • Stakeholder understanding of Land Conservation expectations throughout the Plum/Kankapot watersheds • Practices Installed will lead to decreased sediment and nutrient loading to the Plum and Kankapot sub-watersheds, the Lower Fox River and ultimately the Bay of Green Bay will result in improved water quality and increased wildlife habitat Recommendations for others in the

	<p>reducing 1623.4 tons of sediment and 1379 lbs of phosphorus annually</p> <ul style="list-style-type: none"> • Cover Crops (calculated for fields w/ a 3% or greater avg. slope) on 6,802 acres reducing 784 tons of sediment and 2767 lbs of phosphorus annually • Vertical Manure Injector used to apply manure on 2860 acres reducing 754 tons of sediment and 1108 lbs of phosphorus annually • 6 - ½ to 1 acre Treatment Wetlands capturing 14.8 tons of sediment and 43.6 lbs of phosphorus per wetland • GIS database of practices installed • Mobile application for producers 	<p>watershed and throughout the region on:</p> <ul style="list-style-type: none"> • The use of alternate manure injection technology to ensure cover crops are able to be maintained especially during extended growing seasons. • The use of ½ acre treatment wetlands to manage phosphorus from tile drain outlets and sediment from small drainage areas. <p>GIS record of practices</p> <ul style="list-style-type: none"> • Allows for technicians in the field to easier verify and monitor practices for the life of the practice. • Database will allow for reports to alert staff prior to a BMP expiring, allowing technicians to work with landowners to revitalize the BMP instead of having to pay to reinstall the practice. <p>Mobile application</p> <ul style="list-style-type: none"> • Easy access to producers to conservation information may result in practice change
Measurements:	<ul style="list-style-type: none"> • Number of Contracts signed with eligible landowners • Number of practices input in the GIS database • Water quality data comparing baseline and post-BMP installation • Number of mobile application downloads 	
<p>Task 2</p> <p>Water Quality Trading (WQT)</p> <p>Implemented by:</p> <p>Fox-Wolf Watershed Alliance</p> <p>Great Lakes Commission</p>	<ul style="list-style-type: none"> • Training for FWWA staff • Technology infrastructure necessary to support trading on the FWWA website. • Meetings with DNR • Trade Ratios for innovative practices (Output from WDNR) • Outreach Materials for Point Sources • Assessment of practices for potential credit generation • Facilitate Trades, track credits 	<ul style="list-style-type: none"> • Increased knowledge, ability to properly generate tradeable credits using the WDNR trade ratios • Developed program brings confidence to point sources in the watershed to utilize trading as a compliance option • Successful trades bring additional funding for land conservation to the watershed aiding in the ability to ensure permanency of land conservation practices.
Measurements:	<ul style="list-style-type: none"> • Number of farmers or “sellers” in the project area that have analyzed their farm and farming practices (e.g., via SnapPlus and other WI DNR-approved models) to determine their potential to generate tradable water quality credits • Number of farmers or “sellers” in the project area that have analyzed the costs of generating tradable water quality credits • Number of trading partners, either “sellers” (e.g., farmers) or “buyers” (e.g., point source permittees) in the project area that have engaged in ongoing communications and information sharing with members of the project team to 	

	inform a brokered water quality trading agreement <ul style="list-style-type: none"> • Number of point sources in the project area that have submitted a “Notice of Intent” to trade as required by WI DNR per the agency’s guidance • Number of potential trades where specific traders [(buyer and seller(s))] have been identified within the project area, for which for which specific trade eligibility has been determined per WI DNR guidance <ul style="list-style-type: none"> • Number of water quality trade contracts drafted for specific trade partners in the project area • Number of potential trading partners engaged in negotiations to pursue brokered trades (but where an actual contract has not yet been signed) • Number of trade contracts signed 	
Task 3 Monitoring Implemented by: University of Wisconsin Green Bay Measurements:	<ul style="list-style-type: none"> • Monitoring data comparing baseline data with post BMP implementation data to determine effectiveness on both a watershed basis as well as some individual single site monitoring data for specific practices. 	<ul style="list-style-type: none"> • Ability to link water quality data with land conservation practices on a watershed scale. • Ability to make strategic decisions based on lessons learned from water quality data.
Task 4 Outreach Implemented by: Fox-Wolf Watershed Alliance Great Lakes Commission and all other project partners Measurements:	<ul style="list-style-type: none"> • Local Outreach <ul style="list-style-type: none"> ○ Annual Updates at the Fox-Wolf Watershed Alliance Watershed Conference ○ Participate in Lower Fox and Upper Fox/Wolf TMDL Implementation teams to provide updates monthly • Regional Outreach <ul style="list-style-type: none"> ○ Regional Workshops – held in year 1 and year 5 of the project. ○ Regional webinar held in year 3 of the project 	<ul style="list-style-type: none"> • Understanding among stakeholders locally and throughout the region of progress, hurdles and success of project. • Transferring lessons learned throughout region gives others the ability to utilize the tools that were successful and avoid duplication of project pitfalls.
	<ul style="list-style-type: none"> • Monitoring Data • Number of participants at conferences/workshops/webinars • Monitor the benefit of regional outreach by post workshop/webinar surveys 	

3. Collaboration and Plans:

The extent to which this project is successful depends entirely on community support, landowner participation, competent and committed staff, sufficient funding and an integration of various programs. The framework of a successful project involves collaborative contributions from all project partners identified below, divided by project task.

See Other Attachment Form “Support Letters” for letters of support of our collaborating partners.

Task 1: Land Conservation

Many of our partners will play a vital role in conveying project progress and outputs to watershed

landowners about the project and assist in building awareness about the benefits of reducing sediment and nutrient loading.

- Outagamie County Land Conservation Department – The Outagamie County Land Conservation Department will be the primary Best Management Practices (BMP) implementing agency for the project. The LCD will hire project specific staff who, along with existing seasoned staff, will work one-on-one with watershed landowners and operators to design, contract, and install BMPs to achieve the greatest reduction of sediment and nutrient delivery possible for the project area. Funding for practices will be assigned separately for each site utilizing multiple sources including, EQIP, TRM, and SWRM funding in addition to this grant. While project staff will be hired and housed by Outagamie County, they will work project wide with adjoining County conservation staff to implement the goals of the project, regardless of political boundaries.

Outagamie County has been awarded a large-scale Targeted Runoff Management (TRM) grant from the Department of Natural Resources for the Plum/Kankapot watershed for 2015-2018, totaling \$999,906. Funding from the TRM program will be used to install necessary practices that complement the practices identified in this proposal. Through on the ground assessment of the watershed, county staff identified significant stream bank erosion that was not accounted for during TMDL development. If successful with this proposal, project partners anticipate exceeding the TSS reductions identified in the TMDL!

- Brown County Land & Water Conservation Department – A portion of the Plum/Kankapot Watershed crosses into adjacent Brown County. Several landowners in this area will have land in both Brown and Outagamie Counties. Project staff will work with Outagamie County staff to ensure a coordinated approach when providing technical assistance to landowners within the project area.
- The Nature Conservancy – TNC is a non-profit organization that has been working in Wisconsin for over 50 years to conserve the lands and waters on which all life depends. TNC has worked collaboratively in the Green Bay watershed for over a decade to improve the health of Green Bay. TNC will work with partners to test the ability of using natural infrastructure (wetlands) to improve water quality. TNC will provide science input and facilitation of the treatment wetland portion of this project, working with County staff on wetland restoration site selection and design, with University of Wisconsin – Green Bay on the monitoring protocol, and with all partners on disseminating lessons learned. TNC will also conduct basic wildlife surveys to evaluate the wildlife use of the treatment wetlands compared to reference sites.
- Citizens of the Plum & Kankapot Creeks Watershed – The most important partner in the team, their collaboration will play a vital role in the success of implementing the project. The ultimate success of the program will require their acceptance and cooperation. Historically, the landowners within this watershed have cooperated through other conservation programs, installing hundreds of thousands of dollars in BMP's. The practices offered through this proposed project will directly compliment many of the practices installed within the watershed in order to achieve even greater reduction of pollutants delivered to the Plum and Kankapot Creeks and ultimately to the Lower Fox River and Lower Green Bay AOC.

Task 2: Water Quality Trading (WQT) – WQT is an EPA and WI DNR approved compliance option that allows permit holders under the federal Clean Water Act to comply with their permits through cost-effective measures that involved installing conservation practices across the watershed. A WQT program is being established through the *Fox P Trade* project being led by the Great Lakes Commission in partnership with FWWA and many of the other partners on this proposal. It is imperative to utilize the partnerships that already exist and continue to build new partnerships to ensure a successful program is developed; which this project will achieve..

- Great Lakes Commission – Since 2013, the Great Lakes Commission has been working in the Lower Fox River Watershed on the *Fox P-Trade* project as part of a Contribution Agreement with by NRCS. Upon completion of that project in December 2016, GLC deliverables include a handbook with specific steps and recommendations on how water quality trading should be conducted in the Lower Fox River Watershed. FWWA has worked with GLC as the local Outreach Coordinator on the project. Building upon this relationship will allow the *Fox P-Trade* project to transform into a fully-functioning water quality trading program in the watershed.

For this project **GLC will provide:**

1) Training: Conduct 3 training sessions for FWWA and other project partners on specific deliverables from the Fox P Trade project, including:

- Phosphorus Credit Calculator
- Water Quality Credit Generation Cost Estimation Tool
- Lower Fox River Watershed Water Quality Trading Handbook
- Hands-on presentation and review of contents with step-by-step instructions
- In-person training on steps and approaches for conducting brokered trades

2) Technical Assistance: Coordinate with WI DNR on trade ratios for innovative practices -

Current Wisconsin Department of Natural Resources Guidance on Water Quality Trading includes trade ratios for quantifying tradable credits for only ten (10) agricultural conservation practices and six (6) urban best management practices. Additional practices will be implemented through this GLRI proposal that could generate tradable water quality credits. However, these innovative practices will need to be assessed by DNR and uncertainty factors will need to be developed for these innovative practices so that they credit generation can be quantified. GLC compile relevant information on the innovative practices deployed in this proposal and will work with WI DNR to develop appropriate trade ratios for those practices.

- Wisconsin Department of Natural Resources – WDNR has developed Water Quality Trading Guidance and has been an integral partner in testing that guidance as the Fox P-Trade project moves forward. To achieve the reductions necessary in the Lower Fox River Watershed innovative practices must be utilized on the landscape. DNR will partner with the Great Lakes Commission and the Fox-Wolf Watershed Alliance to develop trade ratios for those practices.
- Point Sources located in the Lower Fox River Watershed – Success of the Water Quality Trading portion of this project will depend on involvement from some of the point sources in the watershed. The FWWA has been building relationships with these point sources for the past 4 years. This project has the potential to increase the reduction of nutrients and sediments loading into the Lower Fox River and do so in a manner that saves permit holders money by matching water quality trading credit buyers and sellers. In some cases this savings to point sources will keep money in the pockets of watershed residents ultimately bettering the economy in the watershed and adding more “permanency” to the cropping practices identified as necessary for success.

Task 3: Monitoring –

- University of Wisconsin Green Bay (UWGB)
Plum and West Plum Monitoring - The Lower Fox River Watershed Monitoring Program (LFRWMP) at UWGB, along with USGS has been cooperatively monitoring Plum Creek since October 2010 and the West Branch of Plum Creek for the past two years. The value of the existing

automated monitoring infrastructure (equipment and installation) at the two Plum Creek stations is more than \$25,000.

For this proposal we will contract with the USGS to continue our cooperative flow, concentration and load monitoring at both of the existing Plum Creek stations for Water Years 2015-2019. The West Plum station will be upgraded to include AC power and online, remote communication capabilities. We plan to analyze 125 event samples/year for TP and TSS from the two sites. Approximately 50 event flow samples will be analyzed for DP each year. Approximately 39 low flow samples will be collected from each site. Samples will be collected weekly May-October and monthly for the remaining months. One-half of the samples will be analyzed for DP in addition to TP and TSS. All samples will be analyzed at the NEW Water (Green Bay Metropolitan Sewerage District, GBMSD) certified lab. All data from the two Plum Creek sites will be stored in the USGS National Water Information System (NWIS) database.

Agricultural Runoff Treatment Wetland Monitoring - This proposal includes flow and water quality sampling for agricultural treatment wetlands to be installed to treat surface and tile flow in small catchments within the Plum Creek watershed. Discharge and water quality will be monitored at inlets and outlets of two treatment wetland watersheds in Plum Creek by the U.S. Geological Survey (USGS). USGS and UWGB staff will assist The Nature Conservancy staff and other project partners in site selection and design of treatment wetlands and monitoring points.

Baseflow and storm event water samples will be collected and analyzed for suspended sediment dissolved phosphorus, and total phosphorus. The water-quality and flow data will be used to compute daily phosphorus and suspended sediment loads and to evaluate treatment effectiveness of the wetlands. Sampling will consist primarily of event-based sampling. Event-based monitoring consists of intensive sampling during periods of increased runoff resulting from precipitation and snowmelt. These periods of extreme variation in concentration and flow are critically important in accurately defining loads. Routine sampling will be conducted by the USGS. Automated samples will be retrieved with assistance from UWGB staff. The USGS will determine which samples should be analyzed to represent the changes in water quality in the surface and tile inflows and wetland outflow. All samples will be analyzed at the GBMSD laboratory.

Field Catchment Monitoring - UWGB will assist the Outagamie County Land Conservation Department in conducting edge-of-field runoff monitoring to compare and demonstrate the effectiveness of targeted sediment and associated nutrient reduction practices (e.g., concentrated flow treatment practices) small, within-field catchments. Photographic documentation of catchment conditions, treatment practices and runoff characteristics will also be conducted and used for outreach and education purposes.

Task 4: Regional Coordination and Outreach –

- Great Lakes Commission – The GLC will conduct 2 regional workshops and two webinars to build a Great Lakes regional network among GLRI-funded projects in Priority Watersheds (Maumee, Saginaw, and Lower Fox). Specific activities are described below.
 - 1) **Planning and conduct of 1st regional workshop** - This activity will involve convening the winning grantees and their key partners within each of the GLRI priority watersheds: Lower Fox, Saginaw, and Maumee. This objective of this first workshop will be to provide an in-person forum for each of the winning project teams in each of the GLRI priority watersheds to network and share their approaches, metrics, and anticipated challenges. This will enable teams to transfer knowledge, information, and ideas to their respective projects, where appropriate, through adaptive management.
 - 2) **Planning and conduct of 2 regional webinars** - In years 3 and 4 of the project, each of the priority watershed projects will have adequate experience to share lessons learned. These

webinars will provide a forum for each of the winning project teams in each of the GLRI priority watersheds to share progress to date, challenges (actual compared to anticipated) and lessons learned thus far. This will enable teams to learn from the other projects and enhance overall basinwide impact in the three priority watersheds.

- 3) **Planning and conduct of 2nd regional workshop** - This activity will involve convening the winning grantees and their key partners within each of the GLRI priority watersheds: Lower Fox, Saginaw, and Maumee. This objective of this second and final workshop will be to provide a forum for each of the winning project teams in each of the GLRI priority watersheds to network and share their approaches, metrics, and actual challenges and successes. A special session of the workshop will be designed to enable project team members to explore future partnerships that build on lessons learned in future collaborations.

Aside from the relevance of the GLRI Action Plan and the EPA Strategic Plan discussed in previously, this project is consistent with the following plans for protection and restoration of the Lower Fox River and Green Bay AOC:

Lake Michigan Lakewide Management Plan (LaMP), 2008 - Developed by the Lake Michigan Technical Committee with assistance from the Lake Michigan Forum and various other agencies and organizations. www.epa.gov/glnpo/lamp/lm_2008/lm_2008.pdf

A long-term goal of the LaMP to ensure that rivers and streams are adequately buffered to reduce sedimentation and nutrient inflow, ties directly to the focus of this project. Many other priorities of the LaMP are common components of this proposed project, including the protection of large contiguous blocks of forest, grassland and wetland that serve as habitat for mammals, birds, and amphibians and provide a self-sustaining ecosystem for all to enjoy.

Lower Green Bay Remedial Action Plan, 1993 Update for the Lower Fox River and Green Bay AOC, WDNR. <http://dnr.wi.gov/org/water/greatlakes/priorities/1993RAPupdate.pdf>

The Lower Green Bay RAP is a long-range strategy for restoring water quality to the lower Bay and Fox River ecosystem. Two of the top five high priorities for the RAP are to reduce suspended sediments and phosphorus. Controlling nonpoint sources of total phosphorus and sediment in the Plum and Kankapot sub-watersheds will be critical to addressing these impairments and restoring human recreational use and enjoyment of Lower Fox River Basin. The Lower Green Bay RAP and the LaMP are similar in that they both use an ecosystem approach to assess and remediate environmental degradation of the beneficial use impairments. The RAP, however, encompasses a much smaller geographic area, concentrating more on a single watershed with contaminated sediments.

Total Maximum Daily Load (TMDL) & Watershed Plan for Total Phosphorus and Total Suspended Solids in the Lower Fox River Basin and Lower Green Bay, prepared by the CADMUS Group for WDNR, the Oneida Tribe & the EPA, March 2012.

<http://dnr.wi.gov/water/wsSWIMSDocument.ashx?documentSeqNo=62246254>

According to the TMDL, the Plum and Kankapot sub-watersheds are the highest sediment and nutrient loading watersheds in the Lower Fox River. Controlling significant sources of total phosphorus and sediment loads in these sub-watersheds will be critical to achieving the Lower Fox River TMDL targets.

Outagamie County Land and Water Resource Management Plan (LWRM) 2010-2015, April 2010, developed by the Outagamie County Local Advisory Workgroup.

<http://www.co.outagamie.wi.us/landcons/Outagamie%20County%20LWRM%20Plan2010-2015.pdf> Controlling significant sources of total phosphorus and sediment loads in the Lower Fox Basin, such as those from the Plum and Kankapot sub-watersheds, will be critical to achieving the following goals and objectives of the LWRM Plan;

- ✓ Protect and enhance the quality of our surface water, groundwater and soils
- ✓ Protect and enhance wetland and upland habitat.

- ✓ Ensure the consistent implementation of the Stormwater Management and Erosion Control Ordinances in Outagamie County
- ✓ Partner with and involve citizens in soil and water conservation initiatives in rural and urban areas.

3. Community-Based Focus and Environmental Justice Impacts:

Community-Based Focus:

The Fox-Wolf Watershed Alliance has a history of working with government and community-based organizations. The FWWA is an umbrella organization in the watershed, bringing attention to individual organization's efforts in the watershed and coordinating efforts when applicable to more cost effectively protect or restore our shared resources.

For this project, FWWA is coordinating the efforts of Outagamie County, Brown County, The Nature Conservancy, University of Wisconsin Green Bay, the Great Lakes Commission and our own. Sub-awards will be granted to each of the above mentioned entities in order to enhance the project effectiveness and efficiency.

Outagamie County and Brown County have a history of involving citizen input in the development of conservation plans for the Counties. This has been accomplished by assembling citizen's advisory committees from which to garner input from those impacted by the plans and to establish a list of their resource concerns. This process in particular was used by Outagamie County to develop the County Land and Water Resource Management Plan as well as the Duck/Apple/Ashwaubenon Priority Watershed Project. Similarly, citizen involvement was drawn upon in the development of the Lower Fox River TMDL Draft Plan via both targeted groups of farmers and landowners at facilitated meetings, as well as through a random survey of 1000 property owners in the Basin. The common resource concern of all of these groups is the delivery of phosphorus and sediment to the waters of the Counties. Not only were these common concerns, they also topped the list with each group

Environmental Justice:

The receiving water body to both the Plum and Kankapot Creeks is the Lower Fox River. Below the outlets of both watersheds lie the communities of Wrightstown, De Pere, and Green Bay. Since settlement and the development of industry in the Lower Fox Valley, this stretch of river has been inundated with discharge of pollutants from many of the point source factories upstream, as well as extensive impact from nonpoint sources due to the boom in development of this thriving industrial area over the last century. Fortunately, the Clean Water Act resulted in tighter regulation of the point sources in the 1970's, and more recently local stormwater and erosion control ordinances have helped to reduce the impacts of development. Unfortunately, the citizens of these downstream communities have been negatively impacted by the reduction of water quality and years of degradation. The aforementioned Acts and Ordinances have made positive strides towards improving the water quality for these communities, yet the agricultural nonpoint runoff is still impacting surface water through sediment and nutrient delivery to the Lower Fox River.

This proposed project will help to address this issue and bring further relief to the downstream communities who have, due to their proximity, been the unwilling recipient of these pollutants for decades.

4. Programmatic Capability and Past Performance:

a/b. Past Performance and History of meeting the reporting requirements

While our project partners have received past awards, have experience and have been successful completing and managing the assistance agreements, the Fox-Wolf Watershed Alliance does not have

relevant past performance or reporting information for federal awards including GLRI. Our project partners and have committed their support to assist FWWA as needed. FWWA would be willing to engage the Great Lakes Commission as the fiscal agent for the project should EPA prefer to work with an organization with a long history of federal grant management. (See GLC's performance history below).

c. Organizational Experience and plan for timely and successfully achieving project objectives:

Organizational Experience

The Fox-Wolf Watershed Alliance is a 501 (C) (3) watershed organization with the resources and expertise required to complete this project. This project will be guided by an advisory board made of FWWA Board members and project partners including members of state and local agencies, multi-state organizations, universities, local government, landowners and environmental organizations., managed by a team of professionals including FWWA Director and FWWA Office Manager and administered by FWWA staff and a team of expert project partners assembled by FWWA to ensure project success.

The Fox-Wolf Watershed Alliance has been working to find cost effective ways to improve water quality in the watershed for over two decades. During that time, our organization has built trusted relationships with local governments, business and industries, non-profits and the general public. The FWWA, was established as the Northeast Wisconsin Waters for Tomorrow (NEWWT) in 1987 by community leaders to determine the most cost-effective actions to meet the goals of the Remedial Action Plan (RAP). Since its inception, FWWA has been an active organization in the watershed.

- In 1989, NEWWT conducted a study in to assess the feasibility of pollutant trading in the Fox-Wolf River Basin. The study determined that a regulatory driver would be necessary for trading to be successful in the watershed.
- In 1993 the Northeast Wisconsin Land Trust (NEWLT) began as a part of FWWA, known at that time as the Fox-Wolf Basin 2000. NEWLT separated from FWWA in 1996 in order to pursue it's own mission of permanently protecting Northeast Wisconsin's special natural places that contribute and sustain our quality of life.
- In 2005, the Northeast Wisconsin Stormwater Consortium (NEWSC) was created as a subsidiary of FWWA. NEWSC is a network of communities that equitably share resources to cost effectively address stormwater issues and ultimately achieve behavior change, thereby improving watershed health. NEWSC membership has grown from it's original thirteen members and is currently forty-one municipalities strong.

Seeing the driver for watershed compliance options emerge with the signing of the Lower Fox River Total Maximum Daily Load in May of 2012, the Fox-Wolf Watershed Alliance set its sights back on cost effective solutions to improving watershed health. In 2013, FWWA conducted a Feasibility Study on Wisconsin's Adaptive Management Option on behalf of five of the point sources in the Lower Fox River Watershed and in 2014 FWWA staff joined the Great Lakes Commission's Fox P-Trade Project as the regional outreach coordinator.

FWWA staff currently sits on the Brown County Phosphorus Committee, the Winnebago Waterways Project Steering Committee, the Lower Fox River TMDL Agriculture, Outreach, MS4 and Monitoring Committees, the Silver Creek Adaptive Management Advisory Committee, and is involved with point sources in the watershed through regional Chambers of Commerce, and the Lower Fox River Dischargers Association. Partnerships within the watershed have been made, a regulatory driver now exists that will engage point sources in watershed compliance options, now we need to get the ball rolling by installing practices in the watershed that reduce TSS and phosphorus and generate credits.

Plan for timely and successfully achieving project objectives

To ensure project success and timely completion of this project, FWWA has called upon a number of partners in the watershed to share their expertise to carry out the project. FWWA Director will have

monthly check-ins with project partners and hold quarterly project meetings with the project advisory board and project partners.

d. Staff Expertise/Qualifications (Staff expertise or the ability to obtain them)

See Item 8. Other Attachments Form – Resumes or Curriculum vitae of Principal Investigators and Critical Staff for more specific staff experience information

Fox-Wolf Watershed staff have experience in project management, grant tracking, partnership building and watershed outreach and education. A qualified Web Designer with a Geographic Information Systems Management Specialty will be hired in a timely manner to work on this project. The project advisory committee made of Fox-Wolf Board Members, watershed stakeholders and Wisconsin DNR staff has over 100 years of experience working in the watershed with extensive experience in agricultural land conservation, wetlands mitigation, land protection and restoration, conservation planning, and water quality data collection.

The Fox-Wolf Watershed Alliance has extensive history working collaboratively with the other project partners as well as many others in the watershed and throughout the region. The history of successful cooperative projects among the key conservation partners (Outagamie County, Brown County, The Nature Conservancy, Great Lakes Commission, WDNR, and University of Wisconsin) is evidence of their collaborative intent and experience. Partner expertise includes sediment and nutrient management through land conservation, education and outreach with agricultural stakeholders, wetland mitigation, protections and restoration, freshwater conservation and restoration, water quality and biologic monitoring.

Outagamie County LCD has been working on installing land conservation through a variety of state and federal cost share programs since the mid 1980's. The plan for timely completion of this project will be to focus on contacts with landowners of critical sites within the watershed. A good working relationship has already been established with many of the landowners in the watershed through earlier programs. Accomplishments of previous grant funded projects and the many other programs implemented by the Outagamie County LCD would not be possible without a highly trained and qualified staff. The staff of nine employees collectively has over 111 years of Conservation Program experience, which is invaluable when dealing with complex programs and getting conservation implemented at the local level.

Brown County LCD has been working on installing land conservation practice BMP's through a variety of state and federal cost share programs since the 1980. Brown County utilizes a one-on-one contact strategy with landowners to inventory, and assess conservation needs of each individual farm. A good working relationship has already been established with many of the landowners in the watershed through earlier programs. We have also worked diligently to maintain a cooperative relationship with NRCS in coordinating conservation effort and associated dollars county wide.

Brown County currently has a staff of 11 employees (including 3 engineers and 3 agronomists) with collective Conservation Program experience totaling over 147 years which is invaluable when dealing with complex programs and getting conservation implemented at the local level.

The Nature Conservancy staff involved with this proposal have over 40 years of proven project, business and conservation management experience. TNC staff involved have extensive conservation experience in partnership building, wetland planning, wetland mitigation, scientific design, agricultural watershed projects, and grant management. Much of this experience has occurred with a Great Lakes watershed focus. In addition, our Wisconsin team works in concert with other TNC scientists with additional expertise in treatment wetland design and monitoring and water fund projects. Access to this knowledge provides additional project resources. Resumes and/or curricula vitae are available upon request.

The Great Lakes Commission (GLC) has a 50-plus year history of leading and assisting with projects to improve water quality and other ecological conditions in the Great Lakes basin through reductions in non-point sources of pollution.

- For more than two decades, our organization has convened the regional Great Lakes Soil Erosion and Sedimentation Task Force to protect and improve water quality in the Great Lakes through financial incentives, information and education, and professional assistance.
- For almost a decade we have been advising and promoting the development of new models for assessing sediment loads from Great Lakes tributaries;
- We have recently initiated a Demonstration Farms project in the Lower Fox River Watershed. Under a Contribution Agreement with NRCS, GLC is working with state and county agencies to identify specific farms where the accelerated installation of innovative conservation practices can demonstrate measurable water quality improvements
- Beginning in 2013 and also under a Contribution Agreement with NRCS, GLC is developing a water quality trading program in the Lower Fox River watershed (*Fox P Trade*) whereby agricultural conservation practices are installed beyond state standards so as to further improve water quality and provide farmers with a long-term non-public source of funding to install and maintain conservation practices. The capacity and lessons learned from Fox P Trade will be directly applied to the work proposed in this project.

The GLC has a history of successful performance as both a federal assistance and grant recipient and manager. The GLC's legal standing as an interstate compact agency, including tax exempt and nonprofit status, makes it eligible to receive grants, contracts and donations from any public or private sector source. In its last fiscal year (2013), the GLC was awarded and managed approximately 65 federal and non-federal grants and contracts totaling over \$6.6 million, ranging in size from \$5,000 to over \$10 million.

5. Education/Outreach.

Project progress and results will be disseminated locally and throughout the Great Lakes Region.

FWWA will be responsible for local outreach. FWWA has a history of education and outreach in the Fox-Wolf Basin, project results will be shared at the annual Fox-Wolf Watershed Conference and monthly at TMDL implementation team meetings. This local outreach will allow for the successes of the Plum Kankapot Land Conservation and the trading that occurs as a result of this project to be replicated throughout the Lower Fox River Watershed and the Fox-Wolf Basin.

GLC will conduct regional webinars in the first year, third year and at the completion of the project. These webinars will convene the winning grantees and their key partners within the Lower Fox, Saginaw and Maumee to share their project challenges, progress, successes and lessons learned with each other and stakeholders throughout the Great Lakes Basin.

UW – Green Bay and USGS will contribute to outreach efforts of the project team. Fermanich and other members of the monitoring team will present regular updates at basin stakeholder meetings and conferences. All cooperative USGS water-quality data and computed loads will be published in annual USGS data reports and stored in the National Water Information System data base (<http://waterdata.usgs.gov/nwis>). One or two final technical reports summarizing the monitoring results will be jointly authored by the project team.

c. DETAILED BUDGET NARRATIVE:

Budget Table

Note: Costs are for a 5-Year Project	EPA Funding	Leverage
Personnel		
Director @ \$33.89/hr x 1,560 hrs/year x 5 years	\$264,342	
Office Manager @ \$19.91/ hr x 520 hrs/year x 5 years	\$69,966	
Computer/GIS \$26.91/hr x 1040 hrs/year x 5 years	\$139,932	
TOTAL PERSONNEL	\$382,092	
Travel		
Operating costs (staff provided vehicle): Estimated at 1,200 miles @ \$0.55 per mile = \$660 per year x 5 years	\$3,300	
TOTAL TRAVEL	\$3,300	
Supplies		
Outreach materials	\$2,500	
Office space and utilities (\$1,800 per year x 5 years)		
TOTAL SUPPLIES	\$2,500	
Contractual		
Lawyer Consultation and Services	\$200,000	
TOTAL CONTRACTUAL	\$200,000	
Other		
Subawards – See Subawards detailed budgets below		
Outagamie County	\$2,370,002	\$1,047,704
Brown County	\$272,629	
The Nature Conservancy	\$61,228	
University of Wisconsin – Green Bay	\$688,800	\$90,093
Great Lakes Commission	\$103,522	
Wisconsin Department of Natural Resources	\$20,000	
TOTAL OTHER	\$3,516,181	
TOTAL FUNDING	\$4,196,221	\$1,137,797
TOTAL PROJECT COST (All Funding)	\$5,334,018	

Budget Narrative

The Fox-Wolf Watershed Alliance looks forward to advancing agricultural TMDL implementation in the watershed and building the capacity to facilitate water quality trading in the Fox River Basin. To complete the tasks identified in the proposal FWWA is requesting funding through GLRI for:

- Personnel – FWWA staff will spend 3120 hours over 5 years to administer the grant, manage the project, build the capacity within our organization to facilitate water quality trading and facilitate trades.
- Travel – Mileage reimbursement for staff to travel to meetings throughout the watershed
- Supplies - Funds to develop outreach materials for the project and for water quality trading
- Contractual – FWWA will contract with a lawyer to review documents and processes as well as determine liability related to brokering water quality trading
- Other – To ensure project success and timeliness, subawards will be provided to project partners. Project partners have provided detailed budget tables for their subawards below.
 - Outagamie County will be providing voluntary cost share. A large portion of this cost share is from a large-scale Targeted Runoff Management (TRM) grant the county has been awarded from the WI Department of Natural Resources for the Plum/Kankapot watershed for 2015-2018. The county will also supply voluntary cost share for project staff and supplies involved with developing the mobile application.

- The University of Wisconsin Green Bay is providing voluntary cost share through a cost match program with USGS.

Sub-Award Detailed Budgets – Note - Costs are for 5 year project

Outagamie County	Sub-award	Leverage
Personnel		
Project Tech II @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
Project Agronomist @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
Project Tech II @ \$38,947/year (2.5 hrs/wk) x 5 years		\$12,171
GIS Specialist/Systems Administrator @ \$25.83/hr (80 hrs for implementation, 40 hours for annual updates)		\$6,199
TOTAL PERSONNEL	\$389,470	\$18,370
Fringe Benefits		
40% of Salary and Wages (FICA, Retirement & Health Benefits)	\$155,788	\$7,348
TOTAL FRINGE BENEFITS	\$155,788	\$7,348
Travel		
Fuel costs for Project Staff (2 vehicles): Estimated at 4,800 miles per year x 2 vehicles = \$2,400 per year x 5 years	\$12,000	
Operating costs (1 County provided vehicles): Estimated at 4,800 miles x 1 vehicles @ \$0.17 per mile = \$1,632 per year x 3 years		\$4,080
Vehicle Lease: \$5,000 per year x 5 years	\$25,000	
TOTAL TRAVEL	\$37,000	\$4,080
Supplies		
Outreach materials/Brochures/Meeting expenses	\$10,000	
Office space, phone and utilities (Provided by County Tax Levy) (100 sq. ft. x \$16 per sq. ft. = \$1,600 per year x 5 years)		\$8,000
ESRI Mapping Software Suite @ \$60,000/yr (5% dedicated to project)		\$5,000
ArcGIS Online @ \$200/account/year (5 accounts needed)x5 years		\$5,000
TOTAL SUPPLIES	\$10,000	\$18,000
Equipment		
2 - Vertical Till Injectors	\$190,000	
TOTAL EQUIPMENT	\$190,000	
Contractual (BMP Installation) (Leverage provided by TRM grant received by the County)		
35' Stream Buffering on 76 acres (76 acres @ \$3,000/ac)	\$228,000	
50' Stream Buffering in key locations on 58 acres (58 acres @ \$3,000/ac)	\$ 174,000	
Streambank Protection (riprap) – 47,520 feet	\$ 130,500	
Concentrated Flow Area Seeding – 128 acres (128 acres @ \$35/acre = \$4,480)	\$4,480	
Cover Crop – Aerial Application over standing silage corn 847 acres @ \$53/acre x 4 years	\$179,564	
6 - ½ acre to 1 acre treatment wetlands	\$90,000	
Wisconsin DNR TRM Grant awarded to county to install land conservation practices in the Plum & Kankapot Creeks.		\$999,906
Smart phone application developer	\$25,000	
TOTAL CONTRACTUAL	\$ 831,544	\$999,906
Other		

35' Stream Buffering One Time Incentive Payment 76 acres @ \$1,000 per acre	\$76,000	
35' Stream Buffering Annual Incentive Payment 76 acres @ \$500 per acre x # of years	\$114,000	
50' Stream Buffering One Time Incentive Payment 58 acres @ \$3,000 per acre	\$87,000	
50' Stream Buffering Annual Incentive Payment 58 acres @ \$750 per acre x # of years	\$130,500	
Concentrated Flow Area Seeding Annual Incentive Payment 128 acres @ \$100/ac x 5	\$64,000	
Cover Crop – Aerial Application over standing silage corn – Annual Incentive Payment 847 acres @ \$25/acre x 4 years	\$84,700	
Air Strip Enhancement	\$200,000	
TOTAL OTHER	\$756,200	
TOTAL FUNDING	\$2,370,002	\$1,047,706

Brown County	Sub-award	Leverage
Personnel		
Project Tech II @ \$38,947/year (40hrs/wk) x 5 years	\$194,735	
TOTAL PERSONNEL	\$194,735	
Fringe Benefits		
40% of Salary and Wages (FICA, Retirement & Health Benefits)	\$77,894	
TOTAL FRINGE BENEFITS	\$77,894	
TOTAL FUNDING	\$272,629	

Great Lakes Commission	Sub-award	Leverage
Personnel		
(1) GLC Personnel	\$46,684	
TOTAL PERSONNEL	\$46,684	
Fringe Benefits		
45% of Salary and Wages (Description of Fringe)	\$21,008	
TOTAL FRINGE BENEFITS	\$21,008	
Travel		
2 out of state trips for Regional Workshops \$1200 per trip	\$2,400	
3 out of state trips for training of FWWA staff \$1200 per trip	\$3,600	
TOTAL TRAVEL	\$6,000	
Supplies	\$300	
TOTAL SUPPLIES	\$300	
Other		
Phone (including webinar services)	\$500	
Press Releases	\$200	
TOTAL OTHER	\$700	
Total Direct Costs	\$74,692	
Indirect Costs (42.59% of salary and fringe costs)	\$28,830	
TOTAL FUNDING	\$103,522	

The Nature Conservancy	Sub-award	Leverage
Personnel		

Green Bay Project Director	\$20,150	
Dir Science or Conservation Ecologist	\$9,350	
TOTAL PERSONNEL	\$29,500	
Fringe Benefits 40% of salary	\$12,390	
TOTAL FRINGE BENEFITS	\$12,390	
Travel	\$3,500	
TOTAL TRAVEL	\$3,500	
Supplies – outreach/communication fact sheet	\$4,600	
TOTAL SUPPLIES	\$4,600	
INDIRECT COSTS 22.48% of salary+fringe	\$11,238	
TOTAL FUNDING	\$61,228	

University of Wisconsin Green Bay (UWGB)	Sub-award	Leverage
Personnel		
Project Director (fixed;summer)	\$11,000	
Co-PI Watershed Analyst (Acad. Staff 10% yrs 1&2; 20% yrs 3-5)	\$35,585	
Grad Student (hourly; \$15.00/hr; 50 hrs yr 1; 100 hrs yr 2, 400 hrs yrs 3-5)	\$20,250	
Students (hourly; \$12.50/hr, 120 hrs yr1; 150 hrs yr2; 200 hrs yrs 3-5)	\$10,875	
TOTAL PERSONNEL	\$80,710	
Fringe Benefits		
Faculty 52% increase per year = 1%	\$5,945	
Academic Staff increase per year = 1%	\$20,994	
Grad Student 3.5%, increase to 4% years 4 & 5	\$769	
Undergraduates 3.5%, increase to 4% years 4 & 5	\$406	
TOTAL FRINGE BENEFITS	\$28,114	
Travel		
Project (field work, local meetings)	\$8,252	
TOTAL TRAVEL	\$8,252	
Supplies		
General (lab, bottles, chemicals, field, ect.)	\$7,000	
Turbidity probe, loggers, auto samplers, flumes (2 sets)	\$22,000	
Poster printing	\$250	
TOTAL SUPPLIES	\$29,250	
Other Direct Costs		
USGS Subcontract (Plum and W. Plum; Yr 1 inc. equipment)	\$95,375	\$23,843
USGS Subcontract (treatment wetlands; Yr 2 inc. eqpmt, yr 5 inc reporting)	\$265,000	\$66,250
Analytical Lab costs Plum stations (\$11,700 base; 1% inc for Years 4&5)	\$46,917	
Analytical Lab costs 2 edge-of-field sites (24 samples/site * 2 * \$43.50)	\$8,352	
Analytical Lab costs treatment wetlands (80*3 pts*2 wetlands=480 tot; 1/2 w/DP)	\$42,450	
Other (equip. repair, printing, copying, etc..)	\$1,687	
TOTAL OTHER DIRECT COSTS	\$490,784	
Total Direct Costs	\$637,109	
Total Indirect Costs (47.5% of Salaries and Fringe Benefits)	\$38,260	
TOTAL FUNDING	\$688,800	\$90,093

Expeditious Spending and Sufficient Progress in the use of GLRI Funds: Project team will check in with project manager monthly to discuss progress to date and upcoming plans. The Fox-Wolf Watershed Alliance will call on additional partners as needed to ensure timely success of the project.

BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: AGRONOMIST TECHNICIAN
REPORTS TO: COUNTY CONSERVATIONIST
DEPARTMENT: LAND AND WATER CONSERVATION

JOB SUMMARY

Provides technical assistance to county landowners related to the adaptation and enforcement of conservation tillage, nutrient management practices, and integrated pest management practices along with implementation of federal, state and county standards and ordinances.

ESSENTIAL DUTIES

Develop programs to provide information, education, and technical assistance to landowners regarding the use of conservation tillage systems and nutrient management practices to ensure compliance with State Ag Performance Standards and local ordinances.

Conduct on-site visits with landowners to determine current compliance status with all applicable County, State and Federal ordinances or standards and provides the necessary technical assistance and guidance to help landowners achieve compliance.

Maintains accurate data on crop field tillage, rotations and residue management results and reviews them with the landowner/operators.

Determine landowner eligibility for the Working Lands Initiative Program based on present cropland management and current soil erosion prediction model calculations using SNAP-Plus and RUSLE2.

Work with landowners to develop conservation plans that maintain compliance with the Working Lands Initiative Program requirements and state and county standards and ordinances.

Annually review nutrient management plans submitted by landowners to ensure compliance with state and local programs and ordinances, specifically NRCS Code 590.

Ensure landowners are provided sufficient and accurate information and technical support to correctly implement nutrient management, and other soil and water conservation practices to ensure compliance with applicable State Ag-Performance Standards and county ordinances.

Develop winter spreading plans.

Develop cost-share agreements with landowners for nutrient management planning. Ensures financial and administrative procedures are completed; maintains costs of agreements, amendments, cost share calculations, funding/grant proposals, project and cost certifications.

Ensure that working relationships are well maintained with all landowners, agencies, and governmental units.

NON-ESSENTIAL DUTIES

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED

Computer – MS Office, ArcView
Vehicle
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

B.S. or Associate Degree in Agronomy, Natural Resource Management, Soil Science, Watershed Management or a related field of study or a combination of training and direct experience.

5 years WI Certified Crop Advisor (CCA) experience, or equivalent, in an Agronomy related position with knowledge of conservation tillage, residue management, nutrient management, and current farming practices.

WI Agronomic certification or equivalent

RUSLE2 and SNAP-Plus computer model experience required.

ArcGIS experience preferred.

Licenses and Certifications:

Valid Driver's License
WI Agronomic certification (CCA, ARCPACS, or NAICC)
WI Commercial Pesticide Applicator certification (preferred)
USDA-NRCS Conservation Planner certification (preferred)

Knowledge, Skills, and Abilities:

Thorough knowledge and ability to apply principles of soil erosion control methods, and nutrient management.

Ability to interpret and analyze soil test reports.

Ability to investigate and evaluate animal waste ordinance violations and report finds clearly and concisely to both the department and Corporation Counsel.

Ability to use computers and applicable software including spreadsheet, word processing, RUSLE2, SNAP-Plus and ArcView.

Possess good mathematical skills.

Ability to interpret aerial photography, aerial slides, soils maps, USGS quadrangles, and to use in-field measuring devices.

Knowledge of programs and responsibilities of the County Land and Water Conservation Department; USDA Natural Resource Conservation Service; WI Dept. of Natural Resources; and WI Dept. of Agriculture, Trade and Consumer Protection; US EPA; UW Extension; and non-government organizations.

Ability to understand and apply soil and water resource management planning methods.

Knowledge of Wisconsin State Statutes regarding conservation programs administered by the County and other state soil and water programs.

Knowledge of County water and soil standards, DNR and DATCP programs and reporting procedures.

Knowledge of County and township zoning ordinances.

Knowledge of the Brown County Code of Ordinances.

Knowledge of agronomy, animal husbandry/biology, farming practices, nutrient management and soil sciences of the economics of conservation practices.

Ability to analyze data and formulate solutions to erosion and conservation problems.

Ability to prepare and give presentations through training sessions with associations, community groups, schools, governmental entities and professionals regarding nutrient management and conservation practices.

Ability to promote and persuade landowners to use proven conservation ideas.

Ability to apply for grants through both state and federal agencies.

Ability to address hostile citizens and employees in a tactful manner.

Ability to establish and maintain effective working relationships with employees, landowners, contractors, government officials, and the public.

Ability to communicate effectively both orally and in writing.

Physical Demands:

Ability to walk long distances in fields, along uneven terrain.

Intermittent sitting, standing, and walking; occasional driving.

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Withstanding temperature changes in the work environment.

Distinguishing people or objects at varied distances under a variety of light conditions.

Distinguishing sounds at various frequencies and volumes.

Tolerating exposure to outside/site elements such as heat, cold, water, mud, animal waste, dust, pollen and fumes.

New: 01/01/14

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/09/15

REQUEST TO: Land Conservation Subcommittee
Planning, Development & Transportation Committee

MEETING DATE: 03/23/15

REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Land and Water Conservation Department (Agronomist Technician)

ISSUE/BACKGROUND INFORMATION:

There is an opportunity for the Land and Water Conservation department to accept grant funding to participate in the *Targeting Outcome-Based Sediment Reduction in the Lower Fox Watershed* project.

ACTION REQUESTED:

Add a grant funded 1.00 FTE Agronomist Technician to the Land and Water Conservation table of organization to complete the work required in the grant.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$55,091 (4/1/15 – 12/31/15) / \$73,454 annually
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

Through a grant applied for by the Fox Wolf Watershed Alliance on behalf of Outagamie, Calumet and Brown counties for the five year project beginning in 2015.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
SOCIAL SERVICES AIDE I

WHEREAS, the Social Worker/Case Managers in the Birth to Three and the Children's Long Term Support units have experienced an increase in caseload and are also currently performing many clerical, non-billable services; and

WHEREAS, many of these clerical, non-billable services could be handled by a Social Services Aide I allowing the Social Worker/Case Managers to complete more billable services and increase revenue; and

WHEREAS, if the Social Worker/Case Managers could transfer 20 hours of clerical work to a Social Services Aide I, there would be a savings of \$3,000/week or the potential for increased billing of over \$100,000 as the current DHS approved billing rate for 2015 is \$104.72 per hour of case management time; and

WHEREAS, there is currently a vacant 0.50 FTE Social Services Aid I position in the Human Services table of organization; and

WHEREAS, the Human Services department recommends increasing the Social Services Aide I position to 1.00 FTE to provide support to both the Birth to Three and Children's Long Term Support units and allow the Social Worker/Case Managers to focus on their caseload; and

WHEREAS, an increase in billable services would offset the cost of increasing the Social Services Aide I position to 1.00 FTE; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the Social Services Aide I position in the Human Services table of organization be increased from 0.50 FTE to 1.00 FTE; and

BE IT FURTHER RESOLVED, the Human Services department will review after one year to ensure the increased billing offset the cost of the Service Aide, and if it does not, it will revert back to a half-time Social Services Aid I, and report findings to Administration.

Budget Impact:

Human Services Table of Organization
(Increase Social Services Aide I from 0.50 FTE to 1.00 FTE)

Partial Year Budget Impact (5/01/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Services Aide I	(0.50)	Deletion	\$(10,977)	\$(5,768)	\$(16,745)
Social Services Aide I	1.00	Addition	\$ 22,783	\$ 14,183	\$ 36,966
Partial Year Budget Impact			\$ 11,806	\$ 8,415	\$ 20,221

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Services Aide I	(0.50)	Deletion	\$(16,465)	\$(8,652)	\$(25,117)
Social Services Aide I	1.00	Addition	\$ 34,174	\$ 21,275	\$ 55,449
Annualized Budget Impact			\$ 17,709	\$ 12,623	\$ 30,332

Fiscal Note: This resolution does not require an appropriation from the General Fund. Additional revenue generated by the Social Workers/Case Managers will cover the increased cost.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: SOCIAL SERVICES AIDE I

REPORTS TO: OFFICE MANAGER II

DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

Under general supervision performs clerical and support work of a varied nature, which calls for familiarity with basic agency and unit procedure and the ability to exercise independent judgment in carrying out assignments. This position supports the Birth to Three and Children's Long Term Support (CLTS) units.

ESSENTIAL DUTIES:

Maintains CLTS, intensive autism and family support wait lists.

Processes referrals and assigns out cases under supervision.

Maintains records, statistical data and/or controls for the Birth to Three and Children's Long Term Support Units.

Schedules outreach activities and orders relevant materials.

Completes and maintains clerical duties and accurate, timely documentation according to applicable requirements, codes, contracts and policies.

Compiles and maintains supply of unit logs and packets for the various program areas.

Facilitates communication and maintains positive working relationships with and between consumers, informal support systems, co-workers, health professionals, courts, legal representatives, contracted providers and the public at large.

Types reports, correspondence, and provides administrative support for the unit manager.

Tracks and coordinates unit training.

Responsible for updating operating procedures affecting the Birth to Three and CLTS units.

Completes and maintains necessary documentation according to applicable requirements and policies.

Performs general clerical duties including filing, photo-copying and routing of documents.

Distributes mail and maintains office supplies within the CLTS & Birth to Three Units.

Provides general program information to consumers and providers.

Identifies the need for and assists in the planning and development of new service resources as necessary and/or assigned.

Attends and contributes to staff meetings and overall unit performance.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma required (Bachelor's degree in social work or related human services field preferred), plus a minimum of one year of office experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of departmental procedures.

Knowledge of general office procedures.

Knowledge of English, grammar and spelling.

Ability to perform varied and somewhat complex clerical tasks.

Ability to establish and maintain effective working relationships with staff and consumers.

Ability to understand and carry out fairly complex oral and written instructions.

Ability to work independently.

Ability to communicate effectively both orally and in writing.

Skilled in the operation of a variety of office machines (i.e. copy machine, fax machine, telephone, and personal computer).

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 2/5/15

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/09/15

REQUEST TO: Human Services Committee

MEETING DATE: 03/25/15

REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
(Social Services Aide I)

ISSUE/BACKGROUND INFORMATION:

The Social Worker/Case Managers in the Birth to Three and the Children's Long Term Support areas are currently performing many clerical and non-billable services that could be handled by support staff.

ACTION REQUESTED:

Increase the vacant Social Services Aide I position from 0.50 FTE to 1.00 FTE to perform clerical duties currently performed by the Social Worker/Case Managers allowing them to focus on their increased caseload which would increase billable services and offset the cost.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No

a. If yes, what is the amount of the impact? \$20,221 Partial Year (5/01 -12/31/15)

\$30,332 Annualized

b. If part of a bigger project, what is the total amount of the project? \$ _____

c. Is it currently budgeted? ☐ Yes ☒ No

1. If yes, in which account? _____

2. If no, how will the impact be funded?

The increase in billable services will offset the cost. Human Services will review after one year to ensure savings.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR U.W. EXTENSION
AGRICULTURE STUDENT ASSISTANT LTE

WHEREAS, the U.W. Extension office has received external funds from the Professional Nutrient Applicators Association of Wisconsin and the UWEX Madison Program Regional Conservation to investigate and summarize accidental and intentional manure/animal waste incidents in Wisconsin and work on developing an educational outreach strategy to help train professional applicators and farmers on the most common types of incidents and how to prevent them; and

WHEREAS, current staff are unable to absorb the duties to complete this project which will take approximately 12 weeks; and

WHEREAS, the U.W. Extension has requested to add a 0.23 FTE Agriculture Student Assistant LTE to their table of organization to complete this project; and

WHEREAS, when the external funding is exhausted, the position will end and be eliminated from the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the U.W. Extension table of organization include the addition of a 0.23 FTE Agriculture Student Assistant LTE; and

BE IT FURTHER RESOLVED, when the external funding for this position is exhausted, the position will end and be eliminated from the U.W. Extension table of organization.

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Budget Impact:
U.W. Extension

Partial Year Budget Impact (Approximately 12 weeks)	FTE	Addition/ Deletion	Salary	Fringe	Total
Agriculture Student Assistant LTE	0.23	Addition	\$4,500	\$ 378	\$4,878
Partial Year Budget Impact			\$4,500	\$ 378	\$4,878

Fiscal Note: This resolution does not require an appropriation from the general fund. The additional funding will be provided by the Professional Nutrient Applicators Association of Wisconsin and the UWEX Madison Program Regional Conservation.

Respectfully submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION DESCRIPTION: AGRICULTURE STUDENT ASSISTANT - LTE

REPORTS TO: AGRICULTURE AGENT

DEPARTMENT: UW-EXTENSION

JOB SUMMARY:

Following established program plans, the Agriculture Student Assistant provides educational support for the Agriculture program.

ESSENTIAL DUTIES:

Conducts on-farm research, which includes on-farm data collection, data organization and analysis.

Educationally supports agriculture educator in planning, conducting, and evaluating county level educational programs.

Cooperates with UW-Extension faculty to expand and diversify the agriculture program.

Promotes educational opportunities provided by UW-Extension agriculture programs.

Cooperates with UW-Extension faculty members to develop and implement the total Brown County Cooperative Extension program as a team member contributing youth development expertise.

Implements established program plans for educational programs and reports accomplishments and impact on local people.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma; Minimum Junior or Senior undergraduate in dairy science, animal science, bacteriology, or other related subject area; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills, and Abilities:

Knowledge of agriculture program.

Knowledge of and ability to utilize a computer and the required software.

Ability to plan, promote, implement, evaluate, and report educational programs.

Ability to understand and work effectively with a wide variety of clientele.

Ability to work well as a member of a team.

Ability to maintain a high level of organization and leadership.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work the required hours of the position.

Administrative Accountability:

The Agriculture Student Assistant will be accountable to the Brown County UW-Extension Agriculture Educator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking, and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 02/06/15

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 02/06/14
REQUEST TO: Planning, Development & Transportation Committee
MEETING DATE: 02/23/14
REQUEST FROM: Chad Weininger
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for U.W. Extension (Agriculture Student Assistant LTE)

ISSUE/BACKGROUND INFORMATION:

U.W. Extension has received external funds to investigate manure/animal waste incidents and develop an educational outreach strategy for training and prevention of these incidents.

ACTION REQUESTED:

Add 0.23 FTE Agriculture Student Assistant LTE to complete this project in approximately 12 weeks.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$4,878
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? External funds

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE
ACCOUNT CLERK I POSITION IN THE
COUNTY CLERK TABLE OF ORGANIZATION**

WHEREAS, over the past three years the County Clerk's office has reassigned staff workload to share responsibilities and duties resulting in a more efficient operation and management and providing effective, efficient customer service and elections duties; and

WHEREAS, due to the upcoming retirement of the Chief Deputy County Clerk, the Human Resources department in conjunction with the County Clerk's office reviewed the department's current table of organization and the duties being performed; and

WHEREAS, the current table of organization includes 1.00 FTE Deputy County Clerk and 1.00 FTE Account Clerk I; and

WHEREAS, as a result of the review, it was determined that the Account Clerk I position is currently performing duties and responsibilities which require knowledge, skills and abilities that are more aligned with the Deputy County Clerk position in Category S of the Courthouse Employees Classification and Wage Table; and

WHEREAS, the Human Resources department, in conjunction with the County Clerk, recommends the reclassification of the Account Clerk I to a Deputy County Clerk to maintain the efficient structure created by sharing the workload and responsibilities; and

WHEREAS, the budget impact of this change will be offset by income generated from passport revenues;

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the 1.00 FTE Account Clerk I in the County Clerk's table of organization be reclassified to 1.00 FTE Deputy County Clerk in Category S of the Courthouse Employees Classification and Wage Table.

BE IT FURTHER RESOLVED, the Brown County Clerk will review after one year to ensure the increased passport billing offsets the cost of the reclassification, and if it does not the position will return to an Account Clerk I.

Budget Impact:

County Clerk Table of Organization
(Reclassification of Account Clerk I to Deputy County Clerk)

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk I	(1.00)	Deletion	\$(36,369)	\$(12,275)	\$(48,644)
Deputy County Clerk	1.00	Addition	\$ 41,163	\$ 12,996	\$ 54,159
Annual Budget Impact			\$ 4,794	\$ 721	\$ 5,515

Partial Year Budget Impact (6/1/15 – 12/31/15)	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk I	(1.00)	Deletion	\$(21,215)	\$(7,161)	\$(28,376)
Deputy County Clerk	1.00	Addition	\$ 24,012	\$ 7,581	\$ 31,593
Partial Year Budget Impact			\$ 2,797	\$ 420	\$ 3,217

***Fiscal Note:** This resolution does not require an appropriation from the General Fund. The increased cost of the reclassification will be offset by income generated from passport revenues.*

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: DEPUTY COUNTY CLERK

REPORTS TO: COUNTY CLERK AND CHIEF DEPUTY CLERK

DEPARTMENT: COUNTY CLERK

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Under the general supervision of the County Clerk, or Chief Deputy County Clerk, performs responsible bookkeeping, licensing, elections, recording and publishing of documents and related procedures; performs related duties as required.

ESSENTIAL DUTIES:

Assists in the planning and implementation of all county, state, and federal elections. Coordinates election activities with State Elections Board, municipal clerks, school districts, County Offices, and vendors.

Compiles ballot information, prepares final ballot layout, and orders appropriate number of official ballots. Distributes ballots to municipal clerks.

Prepares and distributes materials, information, and legal documents for local candidates seeking elected offices. Advises candidates about state statutes and election requirements. Receives and verifies candidate nomination papers, registrations, declaration of candidacy, campaign finance reports, and various legal documents.

Maintains and operates computer hardware and software programs pertaining to the election processes and procedures (including coding, tabulation, related software, modems, and report generation).

Coordinates election notices with municipal clerks, prepares hard copy, and publishes legal notices in newspapers in compliance with state statutes.

Calculates election costs to charge back to municipal clerks and school districts; prepares invoices and receipts; and files election charge back documentation.

Supervises and advises staff in the absence of County Clerk and Chief Deputy; trains co-workers on processes and procedures as necessary.

Processes and prepares final County Board minutes from County Clerk's abbreviated notes. Publishes minutes in various newspapers according to state statutes. Sends legal notices to appropriate parties. Maintains, revises, and distributes County Code book of ordinances.

Files and maintains records for marriage licenses, conservation license transactions, elections, County Board, County Directory, and Veterans Graves.

Receives payments, issues receipts, secures monies and makes deposits for various fees.

Performs receptionist and/or counter duties answering inquiries or referring to proper official or department.

Performs bookkeeping and accounting procedures as required.

Independently compiles data and generates reports on licenses in conformance with established regulations, statutes, ordinances and procedures.

Obtains information from the public for the completion and retrieval of forms, documents, records, etc.

May travel to off-site locations to obtain information and signatures on various documents.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
DNR-ALIS

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma plus three years of office experience, with an emphasis on responsible bookkeeping, or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications:

A valid Driver's License and good driving record
Notary Public (ability to obtain)

Knowledge, Skills and Abilities:

Knowledge of general office management and procedures.

Knowledge of English, grammar and spelling.

Knowledge of basic bookkeeping practices and accounting principles.

Knowledge of election equipment, processes, state statutes, and reporting requirements.

Knowledge of and the ability to utilize a computer and the required software.

Ability to type at a minimum rate of 40 net words per minute.

Ability to qualify as a notary public and surety bond.

Ability to interpret information; administer, train, and supervise other employees of the statutory duties of the County Clerk.

Ability to exercise independent judgment and make decisions independently, in accordance with policies and procedures and applicable laws.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 12/27/12

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/06/15
REQUEST TO: Administration Committee
MEETING DATE: 03/26/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Account Clerk I Position in the County Clerk Table of Organization

ISSUE/BACKGROUND INFORMATION:

Due to the upcoming retirement of the Chief Deputy County Clerk, Human Resources in conjunction with the County Clerk reviewed the County Clerk's table of organization and the duties currently being performed. It was determined the Account Clerk I is performing duties more aligned with the Deputy County Clerk.

ACTION REQUESTED:

Reclassification of the Account Clerk I position to Deputy County Clerk in Category S of the Courthouse Employees Classification and Wage Schedule.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$3,217
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?
Passport Revenues Account #100.019.001.4600.190 (Budget Transfer)

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

2014 BALANCED BUDGET ADJUSTMENT

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2014; and

WHEREAS, these overdrafts and shortfalls are the result of the following:

Clerk of Courts Revenue shortfalls of \$191,000 were mainly attributable to the reduced collection of fines and Clerk of Court fees. In addition, attorney and Guardian Ad Litem expenditures were overspent by over \$197,000. These shortfalls were partially offset by savings due to vacant positions.

Resulting in an appropriation needed of \$296,201.

Public Safety Additional expenses were recognized due to the write off of a 2010 Port Security Grant in Emergency Management. The pass-through agency finalized the grant documents without the required invoices from Brown County being submitted to the granting agency.

Resulting in an appropriation needed of \$43,040.

Register of Deeds A shortfall of \$343,000 in revenue was recognized due to the decrease in the recording of real estate documents as well as copies sold. This shortfall was partially offset by a \$117,000 reimbursement for redaction fees and additional operational savings.

Resulting in an appropriation needed of \$167,290.

Child Support Funding allocations at the state level were not released to counties in time for inclusion in the 2014 Budget. Per state recommendations, the Child Support agency used previous years' allocations for estimation purposes. A shortfall was realized, once allocations were issued, due to changes in state incentive methodology as well as in matched funding level calculations.

Resulting in an appropriation needed of \$144,499.

Human Service Shortfalls were recognized in the Community Treatment Center due to the CBRF being budgeted for eight clients, but only averaging five clients in 2014. In addition, Community Programs

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revenue was reduced by \$409,000 due to lower claimable costs for Wisconsin Medicaid programs and an additional \$157,000 for lower child care revenue. Additional costs of \$666,000 were recognized in the child protection units due to more children requiring out of home care, emergency services, and other family services. Additional costs were realized in the adult behavioral health unit of \$354,000 for high cost clients. A portion of Community Programs shortfalls were offset by savings of \$539,000 in personnel costs.

Resulting in an appropriation needed of \$789,114 for CTC and \$1,329,308 for Community Programs; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2014 departmental budget the following amounts:

<u>Department</u>	<u>Amount</u>
Clerk of Courts	\$ 296,201
Public Safety	43,040
Child Support	144,499

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2014:

<u>Department</u>	<u>Amount</u>
Register of Deeds	\$167,290

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that there be appropriated \$2,118,422 from the Community Programs Fund and placed in the 2014 Human Services budget the following amount:

<u>Department</u>	<u>Amount</u>
Human Services - Community Treatment Center	\$ 789,114

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Human Services – Community Programs

\$1,329,308

Respectfully submitted,
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authorized by Administration

Final Draft Approved by Corporation Counsel.

Fiscal Impact: This Resolution requires an appropriation from the General Fund as outlined in the resolution.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

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DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 17, 2015
REQUEST TO: Administration Committee
MEETING DATE: March 26, 2015
REQUEST FROM: Chad Weininger
Department of Administration Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: 2014 Budget Overdraft and Shortfall Appropriations

ISSUE/BACKGROUND INFORMATION:

Attached is the resolution to appropriate additional funds for 2014 departmental budgetary shortfall. The Clerk of Courts, Public Safety, and Child Support additional appropriations from the General Fund to cover the deficits. Register of Deeds will recognize a shortfall in appropriations to the General Fund. Finally, the deficit for the Community Treatment Center (CTC) will be fund by Community Programs and CTC fund balance.

In an effort to correct the Clerk of Courts shortfall, operational efficiencies in the department are currently being reviewed.

Public Safety has implemented additional grant status verifications to ensure that pass-through agencies include the County's activity in their grant reporting.

Real estate trends continue to be monitored by the Register of Deeds and anticipate improvements in 2015.

The State funding levels were correcting in the 2015 budget for Child Support.

The Community Treatment Center will continue to be monitored during 2015.

ACTION REQUESTED:

Please approve the attached resolution to authorize additional appropriations for 2014 overdrafts and shortfalls.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? See Attached Resolution
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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3.06 PURCHASE AND SALE OF TAX DELINQUENT PROPERTY. (1) Tax Delinquent Lands; Purpose. The purpose of this section is to establish a policy for the appropriate Brown County officials to follow, particularly the County Clerk and Treasurer, in the procurement and disposal of real estate upon which the taxes have become delinquent. Chapters 74 and 75 of the Wisconsin Statutes outline general procedures to be followed relative to county purchase and sale of tax delinquent real estate. It is the intent of this section that these statutes be complied with to achieve the best interests of the taxpayers of Brown County.


(2) County May Purchase on Tax Sales. Pursuant to Wisconsin Statutes, the County Treasurer is hereby authorized and directed to bid in, and become the purchaser of, all lands sold for taxes for the amount of taxes, interest, and charges remaining unpaid thereon. In years subsequent to tax year 1988, the County Treasurer is required to issue a tax certificate to the County for all tax parcels with unpaid real property taxes, charges, and assessments.

(3) Certificate of Sale. The Treasurer shall, pursuant to Section 74.46 Wisconsin Statutes (1985), issue certificates of sale to Brown County on all tax delinquent lands purchased by the county for tax years prior to 1989.

(3a) County to Acquire Tax Deed to Tax Delinquent Lands upon Expiration of Owner's Redemption Rights. The Treasurer shall, pursuant to Section 75.12(2), Wisconsin Statutes, provide written Notice of Application for Tax Deed to owners of record of tax delinquent lands not earlier than 88 days prior to the earliest date on which Brown County, as holder of the tax certificate, is entitled to tax deed but not later than 3 years from the date on which Brown County was issued a certificate of sale by the County Treasurer for tax years prior to 1989.

Within one year from the last date of service of the Notice of Application for Tax Deed, the County Clerk shall issue a Tax Deed to such lands to Brown County, unless the lands are sooner redeemed according to law, upon the filing of the necessary affidavit or proof of service pursuant to Section 75.12, Wisconsin Statutes (1985), and such tax deed shall be issued to Brown County in the form set forth in Section 75.16, Wisconsin Statutes, or an equivalent form.

(4) Election to Proceed under Subsection 75.521 Wisconsin Statutes in Relation to the Enforcement of Collection of Tax Liens. From and after October 1, 1977, the Brown County Board of Supervisors elects to adopt the provisions of Section 75.521 Wisconsin Statutes for the purpose of enforcing tax liens in such county in the cases where the procedure provided by such section is applicable.



(5) Sale of Tax Delinquent Real Estate. (a) Supervising authority of the purchase and sale of tax delinquent real estate is hereby vested in the County Board Executive Committee. Pursuant to Sections 75.69 and 75.35(2), Wisconsin Statutes, the Executive Committee shall insure that no tax delinquent real estate acquired by Brown County shall be sold unless the sale and appraised value of such real estate has first been advertised by publication of a Class 3 notice under Chapter 985 Wisconsin Statutes, which requires three insertions in the appropriate publication. [The County Board may accept the bid most advantageous to the county, but every bid less than the appraised value of the property shall be rejected.]

(b) The County Board or County Treasurer is hereby authorized to engage licensed real estate brokers and salesmen to assist in selling such lands and to pay the commission for such services.

(c) Preference to Former Owner. The County Board shall, at its option, provide that in the sale of tax deeded lands, the former owner who lost his title through delinquent tax collection enforcement procedure, or his heirs, may be given such preference in the right to purchase such lands as determined by the County Board. Such sales shall be exempt from any or all provisions of Section 75.69 Wisconsin Statutes. This paragraph shall not apply to tax deeded lands which have been improved or dedicated to a public use by such municipality subsequent to its acquisition.

(d) Notice to Municipalities. At least 7 days prior to the county sale of tax deeded lands, notice shall be provided by the county to the municipality or municipalities in which the land is situated that the county will sell the land at a tax deed sale, giving the date, time, and location of said sale.

(6) Property Tax Collection Procedures for Taxes Levied in 1989 and Thereafter. (a) Procedures for Enforcement of Tax Liens Acquired after January 1, 1989. For those tax

delinquent lands acquired on tax liens for taxes levied on and after January 1, 1989, the following provisions are applicable in lieu of the provisions set forth in subsections (1) through (5) of this section which may differ from this subsection.

(b) County Issued Tax Certificates. For the tax year 1989 and all years thereafter, the Brown County Treasurer shall, annually on August 15, issue a tax certificate to Brown County for the amount of real property taxes, special charges, special taxes or special assessments remaining unpaid thereon all pursuant to Sec. 74.57 (1987) of the Wis. Stats. The County Treasurer shall, by mail, issue a Notice of Issuance of Tax Certificate to each owner of record shown on the tax roll pursuant to Sec. 74.59 of the Wis. Stats. The form of the tax certificate shall group by taxation district all parcels for which real property taxes, special assessments, special charges or special taxes remain unpaid and for each parcel shall state:

1. A legal description.
2. The amount of unpaid real estate taxes, special assessments, special charges or special taxes, and the date from which the interest and any penalty accrues.
3. The earliest date upon which the County may be entitled to a tax deed or equivalent evidence of title.

(c) Owner's Redemption Rights. For the tax year 1989 and thereafter, tax certificates issued may be redeemed not later than 2 years from the date on which Brown County was issued a tax certificate by the County Treasurer. Enforcement of such liens represented by the certificate by an action under Sec. 75.521, Wis. Stats., shall be brought upon the expiration of said redemption period.

(d) Personal Liability for Taxes. Upon specific prior authorization by means of a resolution of the Brown County Board of Supervisors, an action to collect delinquent taxes and other amounts that are included in the tax roll for collection for the tax year 1989 and thereafter may be brought against the owner or owners of such lands pursuant to Sec. 74.53 (1987).

(e) Sale of Tax Deeded Lands. The provisions for sale of tax deeded lands include and apply to lands acquired by means of an In Rem Judgment issued under Sect 75.521, Wis. Stats., granting title to Brown County.

3.061 INTEREST RATE AND PENALTY OF OVERDUE OR DELINQUENT REAL ESTATE TAXES AND SPECIAL ASSESSMENTS. There is hereby imposed a penalty of 0.5% per month or fraction of a month, in addition to the interest provided for in Section 74.47, Wisconsin Statutes, on all real estate taxes, special assessments, special taxes and special charges overdue or delinquent on or after September 1, 1983.

75.31 "Possession" defined. What shall constitute a possession of lands within the meaning of ss. 75.26 to 75.30 and the extent of such possession shall be governed by the rules prescribed for determining an adverse possession by a person claiming title founded upon a written instrument.

75.32 Taxation and sale of lands held by counties. Real property upon which the county holds a tax certificate shall continue liable to taxation, but when a tax deed shall be issued to the county such property shall thereafter be exempt from taxation until the same is sold by the county. The county clerk shall annually, before February 1, furnish to the assessors of each town a list of the lands in such town exempt under this section. Nothing in this section shall be so construed as to apply to lands owned by minors or persons adjudged mentally incompetent.

History: 1977 c. 29 s. 1647 (6); 1977 c. 83, 203; 1987 a. 378.

75.35 Sale of tax-deeded lands; purchase of adjacent lands.

- (1) **DEFINITION.** In this section "tax-deeded lands" means lands which have been acquired by a county through enforcement of the collection of delinquent taxes by tax deed, foreclosure of tax certificate, deed in lieu of tax deed, action in rem under s. 75.521 or other means.
- (2) **POWER OF COUNTY TO SELL TAX-DEEDED LANDS.**
 - (a) Except as provided in s. 75.69, any county shall have the power to sell and convey its tax-deeded lands in such manner and upon such terms as the county board may by ordinance or resolution determine, including without restriction because of enumeration, sale by land contract, or by quitclaim or warranty deed with mortgage from vendee to secure any unpaid balance of the purchase price. Such mortgage may be foreclosed in the same manner as any other mortgage. The title to lands conveyed by land contract shall remain in the county until fully paid for and in the event of default in such payment the county may foreclose the land contract with costs and reasonable attorney fees. When such land contract runs to a person or private corporation, the lands therein conveyed shall be placed on the tax roll and be subject to taxation the same as though absolute title thereto was vested in the purchaser under such land contract. Such purchaser shall be liable to pay all taxes against such land and in the event of failure to make such payment the county may pay the same and add the sum so paid to the amount due on the land contract.
 - (c) Any conveyance by land contract or deed or satisfaction of mortgage shall be executed by the county clerk under the clerk's hand and the seal of the county.
 - (d) The county board may delegate its power to manage and sell tax-deeded lands to a committee constituted of such personnel and in such manner and compensated at such rate as the county board may by ordinance determine, provided that the compensation and mileage of county board members serving on such committee shall be limited and restricted as provided in s. 59.13 (2), or the county board may delegate the power of acquisition, management and sale of tax-deeded lands or any part of such power to such officer and departments of the county as the county board may by ordinance determine. Such ordinance shall prescribe the policy to be followed in the acquisition, management and sale of tax-deeded land and shall prescribe generally the powers and duties of such committee, officers, departments, employees and agents. The county board is authorized to engage licensed real estate brokers and salespersons to assist in selling such lands and pay a commission for such service and to advertise such sale in such manner as it deems proper. The county board may appropriate such sums of money as may be necessary to carry out the provisions of this section.

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- (e) Any county acting either by its board or by delegated authority as provided in this section may sell and convey tax-deeded lands to the former owner or owners thereof and such conveyance shall not operate to revive any tax certificate lien or any other lien whatsoever which was cut off and rendered void by the tax deed, foreclosure of tax certificate, deed in lieu of tax deed, action in rem under s. 75.521 or other means by which the county acquired title to such land, nor shall it revive the lien of any tax certificate or tax dated subsequently to the date on which the county acquired its title. The enactment into statute law of the provisions of this paragraph shall not be deemed an expression of legislative intent that the prior common law of this state was otherwise than as herein provided.
- (f) If special assessments, as defined in s. 75.36 (1), levied on the tax-deeded land have not been settled in full under s. 74.29 or otherwise paid to the taxing jurisdiction that levied the special assessments, the taxing jurisdiction may purchase the tax-deeded land by notifying the county of its intent to do so at any time within one year after the period of redemption has expired but prior to the date upon which the tax-deeded land is sold to another person by the county. The amount for which the tax-deeded land may be purchased shall be the sum of the following:
1. All expenses incurred by the county to obtain marketable title to the property, except that the time of county employees and officers may not be included in those expenses. The county may establish a reasonable estimate of the average cost to obtain marketable title to property which it may use instead of determining the actual costs for any parcel sold by the county.
 2. All amounts of unpaid general property taxes, special assessments, special charges and special taxes levied against the property sold, including interest and penalties imposed under s. 74.47 previously paid to taxing jurisdictions by the county.
 3. Any withdrawal tax and any withdrawal fee due under s. 77.84 (3) (b).
 4. Any unpaid special assessments or special charges that were not levied by the taxing jurisdiction purchasing the tax-deeded land. The county shall pay any amounts received under this subdivision to the taxing jurisdiction which levied the special assessment or special charge.
- (3) PREFERENCE TO FORMER OWNER TO REPURCHASE. The county board may, at its option, by ordinance provide that in the sale of tax-deeded lands, the former owner who lost his or her title through delinquent tax collection enforcement procedure, or his or her heirs, may be given such preference in the right to purchase such lands as such ordinance shall provide. Such ordinance may provide that such sale be exempt from any or all provisions of s. 75.69 if the net proceeds from the sale to the former owner as determined under s. 75.36 (3) will be sufficient to pay all special assessments and special charges to which the property is subject, including interest imposed under s. 74.47, or if the county settles in full with the taxing jurisdiction for special assessments, as defined in s. 75.36 (1), to which the property is subject. Such ordinance shall not apply to tax-deeded lands which have been improved for or dedicated to a public use by the county subsequent to its acquisition thereof.
- (4) PURCHASE OF ADJACENT LANDS. A county may purchase lands adjacent to tax-deeded lands in cases where the county board determines that such purchase will improve the salability of such tax-deeded lands or will create access to streets or highways for lands lacking such access.
- (7) LIABILITY PRECLUDED. Absent fraud, no county is liable for acts or omissions associated with the sale of property under this section.

History: 1987 a. 27, 378; 1989 a. 104; 1993 a. 184; 1995 a. 201; 2003 a. 228.

Cross-reference: See s. 59.52 (6) for power of county to direct county clerk to sell or contract for sale and conveyance of land owned by county, whether acquired by tax deed or otherwise.

75.35(2)(f)2.

shall be included in the amount to be charged back to such city in succeeding apportionment of county taxes.

History: 1985 a. 135; 1987 a. 27, 378.

75.69 Sale of tax delinquent real estate. (1) Except as provided in sub. (1m), no tax delinquent real estate acquired by a county may be sold unless the sale and appraised value of such real estate has first been advertised by publication of a class 3 notice under ch. 985. Any county may accept the bid most advantageous to it but, at the first attempt to sell the property, every bid less than the appraised value of the property shall be rejected. Any county is authorized to sell for any amount any land previously advertised for sale after advertising the sale of such land by publication of a class 1 notice, under ch. 985; except that no property may be sold for an amount that is less than the property's appraised value unless the county board or a committee designated by the county board has reviewed and approved such a sale and no property may be sold for an amount that is less than the amount of the highest bid unless the county board or a committee designated by the county board prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid. In this subsection, "appraised value" means the value determined, at the discretion of the county board, by the county board, a committee designated by the county board, or a certified appraiser, as defined in s. 458.01 (7).

(1m) (a) Subsection (1) does not apply to counties with a population of 500,000 or more.

(b) Notwithstanding sub. (1), any county may advertise the sale of any or all of its real estate that has been tax delinquent for at least 4 years by publishing a class 3 notice under ch. 985, indicating in which municipality or municipalities and in which ward or wards the real estate is located and the place and date for filing written bids but without listing specific parcels or appraised values for the parcels, if the county makes readily available in the courthouse a list of the parcels and the appraised value of each parcel.

(2) This section shall not apply to exchange of property under s. 59.69 (8), to withdrawal and sale of county forest lands, nor to the sale or exchange of lands to or between municipalities or to the state.

(3) This section shall apply to all tax delinquent lands regardless of the date of acquisition by the county.

(4) No tax delinquent real estate may be sold by a county under this section unless notice of such sale is mailed to the clerk of the municipality in which the real estate is located at least 3 weeks prior to the time of the sale. Any county may sell tax delinquent real estate by open or closed bid.

History: 1983 a. 344; 1987 a. 378; 1995 a. 201; 2003 a. 123.

Counties may not transfer county owned mineral rights, acquired through nonpayment of taxes to private persons without following the appraisal and public sale provisions of this section. 67 Atty. Gen. 236.

When a county proceeds under sub. (1), it can accept a bid it considers, in good faith, to be most advantageous to the county in view of the criteria in the bid notice. 70 Atty. Gen. 1.